**Application to be a House Captain**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_ House \_\_\_\_\_\_\_\_\_\_\_

We decided as a school that our House Captains must be:

* Confident, with a loud, clear voice
* Mature and sensible
* Well organised – have good attendance and punctuality, homework record and be in correct uniform
* Bossy (in a good way)
* Encouraging – help people to achieve their best
* Reliable – won’t promise something then not do it
* Fair – treat everyone the same
* Responsible – can be trusted to do the right thing
* Well behaved, have a positive attitude and be a good example to others

If you think you have the right qualities to become a really effective House Captain, please write a short letter of application telling us why you should be given the job and what you would do as a House Captain. Please attach your letter to this form - and remember you need to impress people and persuade them you are taking this seriously.

Hint: Your letter should be well presented and give plenty of reasons to back up why you are the best person for the job! Use the bullet points above to help organise your letter.

Letters to Mrs Caffrey by Friday 25th September

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