

GLENHAVEN PUBLIC SCHOOL



STUDENT LEADERSHIP POLICY



Education

GLENHAVEN PUBLIC SCHOOL
74A Glenhaven Road, Glenhaven, NSW 2156
Ph. (02) 96343675
E. glenhaven-p.school@det.nsw.edu.au

Student Leadership Policy

1. Context:

School life provides many opportunities for young people to develop leadership skills. Through daily interactions with peers and teachers, shared responsibilities and by contributing to decision making forums, students at Glenhaven Public School have the opportunity to become part of the school governance.

Formal student leadership and student representation programs provide important benefits for individual students and our school. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

Students who actively participate in school life and feel that they are encouraged to share their ideas and opinions, feel respected and want to make further contributions to the school.

2. Policy Statement:

The aim of this policy is to ensure that all students have the opportunity to build leadership skills through equitable programs that reflect the core values taught at Glenhaven Public School, including respect, responsibility and personal best.

At Glenhaven Public School we encourage and provide a variety of ways for our students to become involved as leaders within the school setting. Our leadership program is a reflection of our values as a school. The school encourages these leadership roles to be spread amongst the student body where practical. Once a student is voted into a School Captain position, they will be rendered ineligible for any other leadership role, however, all other students elected into leadership positions may be able to fill more than one role. It is important that students prioritise which role is better suited to them. The roles may include but are not limited to:-

- ***School Captains (Year 6)***
- ***Prefects (Year 6)***
- ***SRC members (Year 2 to Year 5)***
- ***Library Monitors (Year 5)***
- ***House Captains (Stage 3)***
- ***Creative and Performing Arts Captains (as required) (band, dance, choir)***

3. Rationale:

At Glenhaven Public School we will:

- maximise student participation in decision making and ensure that students apply leadership skills to initiatives that strengthen the school community and the communities in which they live
- establish clear guidelines and expectations of student leaders, in regard to rights and responsibilities and behaviours
- initiate educational programs based around developing communication skills, confidence, and leadership that actively promote and strengthen the corporate life of the school
- establish high expectations and promote leadership opportunities to all students
- provide fair access and participation for all students including equal participation for boys and girls where possible
- encourage students to differentiate between student participation, student leadership and popularity
- encourage more experienced student leaders to support those who are less experienced.

4. Leadership Skills Overview:

Leadership skills are qualities that a person needs to have to be an effective leader. The main characteristics of a leader are responsibility, confidence, respect, organisation and public speaking.

Confidence

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community.

Organisation

As a leader, you will need to be ready to take on extra responsibilities. You will be relied upon by others to get jobs done and require high level organisation skills.

Responsibility

Being responsible means being accountable for your actions. It involves making decisions and taking action, rather than waiting to be told what to do.

Respect

A big part of being a school leader is to respect others. It is important to listen to what your peers and staff have to say. You should utilise what you have learnt in all of teacher led PBL lessons.

Public Speaking

Public Speaking is a skill and a quality that every leader should develop strength in. Leaders will be required to speak with confidence, clarity and enthusiasm. You will normally do most of your public speaking at assemblies in front of the whole school and out in the school community.

5. Procedure for election of School Captains:

A candidate for School Captain is expected to:-

- Display high level leadership skills
- Wear full school uniform at all times and ensure it is worn appropriately
- Show willingness to assist at different levels. That is, peers, teachers, auxiliary staff and visitors
- Be a role model in the classroom, playground and when representing the school
- Display exemplary behaviour at all times
- Uphold all school and classroom rules
- Participate and try their best in school events
- Show pride in self and Glenhaven Public School
- Be involved in activities that add to the corporate life of the school.

Each nominee needs to be made aware of these responsibilities before accepting the nomination. Each captain will assume a range of responsibilities to help the school function smoothly. These activities may involve absences from class and the Captains' may have to catch up class work missed.

Captains will be expected to:

- Run all Assemblies when appropriate under the guidance of a member of the Executive/ Principal
- Welcome and thank visitors to the school
- Attend SRC meetings to maintain their contact with the broader school community
- Maintain the school rules and demonstrate exemplary behaviour
- Consistently wear the complete and correct school uniform
- May be expected to represent the school, outside of school hours at community activities

IF THE STUDENT POPULATION OF YEAR 5 IS 50 OR MORE

The election process should follow these guidelines:

- Inform and explain to all Year 5 students that they will be eligible for nomination come election time in Term 4. Year 5 students will also be made aware of the criteria and expectations for nominations from as early as Term 1. Stage 3 Assistant Principal will ensure that all nominees are aware of “The Responsibilities of Captains”. These responsibilities will be presented to all Year 5 students.
- Dates for the election of school captains will be finalised prior to the commencement of the election process and advertised on the website calendar. These dates and order of speech delivery are to remain as set by Year 5 Supervisor (in consultation with the school Executive), even in cases of misadventure.
- Year 5 students are monitored and students’ eligibility is checked and recorded if a problem occurs.
- A formal explanation will detail how the nomination process will occur. Students nominate 4 peers for the positions, 2 girls and 2 boys. Students are allowed to self-nominate. Students are to avoid discussing their nominations or canvassing for votes prior to this process.
- Nomination forms are collected and counted by the Principal and/or Delegate. All successful nominees (students with the highest number of nominations) are listed in order and presented at a staff meeting for ratification. As part of this ratification the removal of students is permitted in exceptional circumstances and the student with the next number of nominations is added. As a result there will be 8 girls and 8 boys declared as nominees for School Captain.
- The 16 candidates are announced and will then meet with the Coordinator who will be mentoring the process. These nominees will prepare a 2 minute speech at school on an unseen topic. The students will be given time to prepare their speech and rehearse prior to delivering it to the remainder of the school. Palm cards can be provided. The students are not to bring anything to the writing session or alter their speech overnight.
- This speech will be presented to the school assembly on the following day. Candidates parents will be informed and invited to the assembly as a way of congratulating them on their child’s success. If any student withdraws after this announcement, there will be less nominees presenting speeches to the school community i.e. their position will not be filled by another student.
- The nominees will present their speeches to the school in alphabetical order. Students from Kindergarten to Year 6 will vote for 2 boys and 2 girls which they believe are most suited for the position as School Captain. Teachers may also vote for 2 girls and 2 boys.
- Ballot papers will be collected and counted by the Principal and an Assistant Principal. This is how the decision is arrived at: - The 2 boys and 2 girls with the **highest** number votes = School Captains and the 2 boys and 2 girls with the **next highest** number of votes = Prefects.
- The Principal will formally advise the staff and successful students the day prior to Presentation Day.
- The Captains and Prefects will be awarded their badges at the Presentation Day Assembly. They will also state the Pledge accepting their positions at the Leadership Assembly held in Term 1 the following year.
- If a Captain leaves early in the following year, he/she will be replaced, according to voting results.
- A simple performance appraisal will be conducted as appropriate. If a Captain does not meet the guidelines, parental support will be requested. Further action may be warranted if the captains performance does not improve.

IF THE STUDENT POPULATION IN YEAR 5 IS 49 OR LESS

The election process should follow these guidelines:

- Inform and explain to all Year 5 students that they will be eligible for nomination come election time in Term 4. Year 5 students will also be made aware of the criteria and expectations for nominations from as early as Term 1. Stage 3 Assistant Principal will ensure that all nominees are aware of “The Responsibilities of Captains”. These responsibilities will be presented to all Year 5 students.
- Dates for the election of school captains will be finalised prior to the commencement of the election process and advertised on the website calendar. These dates and order of speech delivery are to remain as set by Year 5 Supervisor (in consultation with the school Executive), even in cases of misadventure.
- Year 5 students are monitored and students’ eligibility is checked and recorded if a problem occurs.
- A formal explanation will detail how the nomination process will occur. Students nominate 4 students for the positions, 2 girls and 2 boys. Students are allowed to self-nominate. Students are to avoid discussing their nominations or canvassing for votes prior to this process.
- Nomination forms are collected and counted by the Principal and/or Delegate. All successful nominees (students with the highest number of nominations) are listed in order and presented at a staff meeting for ratification. As part of this ratification the removal of students is permitted in exceptional circumstances and the student with the next number of nominations is added. As a result, there will be 6 girls and 6 boys declared as nominees for School Captain.
- The 12 candidates are announced and will then meet with the Coordinator who will be mentoring the process. These nominees will prepare a 2 minute speech at school on an unseen topic. The students will be given time to prepare their speech and rehearse prior to delivering it to the remainder of the school. Palm cards can be provided. The students are not to bring anything to the writing session or alter their speech overnight.
- This speech will be presented to the school assembly on the following day. Candidates parents will be informed and invited to the assembly as a way of congratulating them on their child’s success. If any student withdraws after this announcement, there will be less nominees presenting speeches to the school community i.e. their position will not be filled by another student.
- The nominees will present their speeches to the school in alphabetical order. Students from Kindergarten to Year 6 will vote for 2 boys and 2 girls which they believe are most suited for the position as School Captain. Teachers may also vote for 2 girls and 2 boys.
- Ballot papers will be collected and counted by the Principal and an Assistant Principal. This is how the decision is arrived at: - The boy and girl student with the **highest** number votes = School Captains and the boy and girl student with the **next highest** number of votes = Prefects.
- The Principal will formally advise the staff and successful students the day prior to Presentation Day.
- The Captains and Prefects will be awarded their badges at the Presentation Day Assembly. They will also state the Pledge accepting their positions at the Leadership Assembly held in Term 1 the following year.
- If a Captain leaves early in the following year, he/she will be replaced, according to voting results.
- A simple performance appraisal will be conducted as appropriate. If a Captain does not meet the guidelines, parental support will be requested. Further action may be warranted if the captains performance does not improve.

6. Procedure for the election of other captains:

House Captains:

House Captains provide students with an opportunity to lead their sporting house and actively encourage participation and good sportsmanship. Students in Year 6 can nominate for House Captain. In the case that there are not enough nominations from Year 6 students, nominations may be opened to Year 5 students. Each house will have two House Captains.

The House Captains are responsible for assisting with sporting events across the school.

The election process should follow the below guidelines: (Conducted after Presentation Day)

Stage 3 Assistant Principal will outline the specific criteria expected for House Captains. Students will be asked to nominate themselves by a given date. They will then be given a week to write a brief speech to deliver at House meetings outlining their participation and involvement in sporting activities throughout the school. The two students with the most votes are awarded the position of House Captain for each of the four houses. Badges are presented at the school leadership assembly in Term 1.

- Students at the meeting will vote by secret ballot for their chosen House Captains
- Ballot papers are collect by the Principal and/or Delegate for counting
- During an alternate Year 6 meeting, House Captains will be announced
- Badges will be presented during the Term 1 Leadership Assembly.

Other Captains: (Dance, Band and Choir)

The number and description of these captains will be dependent on the role the group is required to fulfil for that specific calendar year. This will be decided upon very early in Term 1 in consultation with the Principal or Delegate. Supervising teachers of these extra-curricular groups will select a captain taking into consideration the level of participation, focus and behaviour during rehearsals and performance.

Ideally, the captain(s) selected shall have represented the school for a minimum of the previous 2 years in said extra-curricular group unless there are extenuating circumstances.

7. Procedure for the election of other leadership roles:

SRC:

The SRC is a group of students in a school elected by their fellow students to represent all students in the school and who organise ways for students to participate in school life. SRC's work democratically to represent the student body in school decision-making. Students work together, with help from a staff member, to improve school life and to contribute students' ideas.

Students are eligible to represent their class on the SRC if they:

- Display good leadership skills
- Wear full school uniform
- Shows willingness to assist at all times
- Are a positive role model for other students in the classroom and playground and when representing the school
- Display exemplary behaviour
- Uphold all classroom and school rules
- Can represent the class at SRC meetings

The election process should follow the below guidelines: (Conducted Early Term 1 in classrooms)

Class teachers will outline and discuss the requirements for membership on the Student Representative Council. Students can self-nominate or be nominated by their peers. Elections are conducted in the classroom by secret ballot. Badges are presented at the Leadership Assembly in Term 1.

Each class (Years 2-5) may elect two representatives to become their SRC representative. In the case of a composite class, one student from each grade shall be selected.

Library Monitors:

Library Monitor roles allow Year 5 students to assist the Teacher-Librarian in daily routines and to familiarise and encourage students in the workings of the library.

A Library monitor's job is to assist the librarian wherever possible and help maintain an efficient, welcoming Library by borrowing and returning books for students, helping with shelving and assisting students on computers and desks at lunchtimes. They also assist with returning and borrowing resources for teachers, shelving books, Book Week, general library use and liaising with the school community at lunchtimes.

Students can be nominated if they fulfil the general school leadership criteria. In addition, they must:

- Hold a general knowledge and understanding of the organisation and role of the library
- Show an awareness of the required behaviour and time dedication involved
- Wear full school uniform
- Shows willingness to assist at all times in the library
- Be a positive role model for other students in the classroom, library, playground and when representing the school
- Model appropriate use of technology including the internet and library resources.

The election process should follow the below guidelines: (Conducted Early Term 1)

Students are informed of the criteria for being a Library Monitor. In addition, the Teacher Librarian may encourage students to apply to be a Library Monitor at the assemblies at the beginning of the year and through school newsletter articles.

Students attend a meeting in the Library at which the requirements for Library monitors are outlined. Students complete a *Library Monitor Application Form* (copy attached) outlining why they would like to be a library monitor, their knowledge of the library organisation and systems and how they would promote the school library.

The Teacher Librarian will review the applications and commence training sessions for approximately 2 weeks for all nominees. After the training and trial process the Teacher Librarian will determine the eight most suitable Library Monitors. The Principal and/or Assistant Principals may assist in this process if required. The announcement of successful students will be made at a Stage Three Assembly early in the school year. Parents are invited to the Leadership Assembly in Term 1 and students will be presented with their badges at this assembly.

NOTE: Whilst gender equity will be considered when selecting captains, the most suitable candidates for each position will be selected.

Library Monitor Application Form

Name _____

Class _____



1. Why would you like to be a Library Monitor?

2. What qualities do you have that make you suitable for the job?

3. Write about what you know regarding how our school library is organised – non fiction, junior fiction, fiction etc

4. What books do you like to read? Who are your favourite authors?

Thank you for applying for the job, I will let you know soon.

Mrs Egginton

