

# Kellyville Public School

*A tradition of excellence and opportunity*



## STUDENT LEADERSHIP POLICY

### **PURPOSE:**

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

### **RATIONALE:**

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 Kellyville 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 are encouraged to share their ideas and opinions, feel respected and want to make further contributions. Students in leadership roles demonstrate:

- increased communication skills
- greater commitment to the school
- strengthened school spirit
- cooperation with the wider school body

At Kellyville 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. Students can take up only one of the following leadership roles within one year. Students are encouraged to prioritise which role is better suited to them. The roles include:

- SRC member ( Year 1 to Year 6)
- Library Monitors (Year 6)
- Sport House Captains (Year 6)
- Year 6 Captains and Vice-Captains

At Kellyville Public School we believe:

- all students have the potential to develop leadership skills.
- students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live.
- leadership programs build student confidence in knowing their views are important to staff and they can influence what happens in the school.
- student leadership programs will be most effective when they:
  - are planned and developmental
  - receive active support from teachers, parents and peers
  - encourage a range of leadership styles inclusive of cultural differences
  - engage all groups in the school
  - provide fair access and participation for all students including equal participation for boys and girls
  - encourage more experienced student leaders to support those who are less experienced
  - encourage all students to develop leadership skills by participating in buddy systems, public speaking, debating, sport, performing arts, activities in the classroom, peer support
  - encourage students to differentiate between student participation, student leadership and popularity
  - celebrate the achievements of all students in written and oral formats
  - draw on the expertise and resources of the wider community
  - are perceived as valuable and relevant by the students of the school

## Captains and Vice Captains Election Process:

Kellyville Public School endeavours to develop student leadership skills so they can share in decision making processes. The procedures put in place at Kellyville Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

### PROCESS:

TERM	WEEK	PROCEDURE FOR CAPTAINS AND VICE CAPTAINS
1 to 4	1 to 10	Remind all Year 5 students they will be eligible for nomination to whole school leadership positions in Term 4. Year 5 students will be made aware of the criteria and expectations for nominations from Term 1. Year 5 students are monitored and student eligibility is checked and recorded if a problem occurs.
4	1	School leadership roles and responsibilities are outlined, and the criteria for nomination eligibility are clearly discussed and displayed in Year 5 classes.
4	2	The School Leadership Policy is sent home to Year 5 parents.
4	5 Monday	Year 5 students meet in the hall. A formal explanation will reiterate who can and who cannot be nominated for the leadership process. The criteria will be explained and an outline of the expectations and roles undertaken by the Captains and Vice Captains will be shown to all students for consideration. A formal explanation of the nomination process will be given: Students are only allowed to nominate 1 student for a position and the nomination form needs to be seconded by another student. If a student seconds a nomination form, this is considered a nomination, therefore they may <b>not</b> nominate again. Students are allowed to self-nominate, as long as they have a student who will second their nomination. On the nomination form, both the <b>first</b> and <b>second</b> person to nominate must write a short paragraph explaining why that student is suitable for the position. The explanation must highlight the leadership qualities they have observed and must explain <b>why</b> they think this student would make an excellent School or Vice-Captain. Teachers may nominate 2 students (1 boy and 1 girl) and an explanation must also be attached explaining their choices.
4	5 Tuesday	Year 5 students will meet in the hall to complete student nomination forms. Nomination forms are checked for correctness by Year 5 teachers and an Assistant Principal. All successful nominees are listed and students are informed of the results. These nominees must now prepare a 20-30 second speech introducing themselves to Year 5 students for first round voting.
4	5 Thursday	Nominees present their speeches in the hall for all Year 5 students, Year 5 teachers and either the Principal or Deputy Principal. Year 5 students return to class and complete a secret ballot form with all nominees listed. Each student votes for 3 boys and 3 girls whom they believe fit the criteria and are most suitable for the role as School or Vice-Captain. Teachers may also vote for 3 boys and 3 girls. Year 5 teachers and an Assistant Principal will count the votes and the top 6 boys and 6 girls will be considered successful and eligible to move to the next stage.
4	6 Monday	Year 5 teachers and the Principal or Deputy Principal will announce to Year 5 who the 12 candidates for school leadership are. The candidates will meet with a Year 5 teacher who will be mentoring the leadership candidates. The candidates will prepare a 1-2 minute speech. This speech will be presented at the school assembly for Kindergarten to Year 6 on Monday of Week 8.
4	7	The teacher/mentor will liaise with the students to provide assistance or clarification with regard to their speech. Candidates may lobby their peers with 1 poster (A3 size) which

		will be displayed on the notice board near the front office. These posters will be displayed on Monday of Week 7.
4	8 Monday	The candidates present their speeches at a Kindergarten to Year 6 assembly. The assembly is split into two sessions – one for girl candidates and another for boy candidates. Students from Kindergarten to Year 6 will return to class after hearing the speeches and on a secret ballot paper vote for 3 boys and 3 girls whom they believe are most suited for captaincy roles. Teachers may vote for 3 girls and 3 boys. Two Assistant Principals will count all the votes and the top 3 girls and top 3 boys will be awarded the Captaincy roles. This is how the decision is arrived at:- <ul style="list-style-type: none"> <li>▪ the boy and girl with the <b>highest</b> number votes = School Captains</li> <li>▪ the boy and girl with the <b>second highest</b> number of votes = Vice-Captains</li> </ul> and <ul style="list-style-type: none"> <li>▪ the boy and girl with the <b>third highest</b> number of votes = Vice-Captains</li> </ul> All ballot papers will then be destroyed.
4	9 Monday	The Principal will formally advise the successful students. The successful leadership team will then announce their success to all Year 5 students.
4	9 Presentation Day	At the 3-6 Presentation Day Assembly, the Principal will announce the Captains for the following year. The Captains and Vice-Captains will be awarded their badge. They will also state the Pledge accepting their positions.

(NB: The weekly dates will change in an 11 week term)

### **NOMINATION OF CANDIDATES:**

***As a respectful, safe, learner,*** Year 5 students who have attended Kellyville Public School longer than two terms, may be eligible for nomination if they always:

- Display good leadership skills
- Wear full school uniform appropriately at all times
- Show willingness to assist at different levels, i.e. peers, teachers, auxiliary staff and visitors
- Are a role model in the classroom, playground and when representing the school
- Display exemplary behaviour
- Take responsibility for their actions
- Show respect for all adults
- Uphold all school and classroom rules
- Participate and try their best in school events
- Show pride in self and Kellyville Public School

### **Evaluation:**

This policy should be reviewed every year.

### **REFERENCES:**

Student Welfare Policy Uniform Policy  
Values of Public Education

**KELLYVILLE PUBLIC SCHOOL**

**CAPTAINS AND VICE-CAPTAINS EXPECTATIONS**

As a respectful, safe, learner Captains and Vice-Captains will:

- Wear full school uniform appropriately at all times
- Display good leadership skills
- Show willingness to assist at different levels i.e. 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
- Take responsibility for personal actions at all times
- Show respect for all adults always
- Uphold all school and classroom rules
- Participate and try their best in school events
- Show pride in themselves and Kellyville Public School
- Demonstrate the ability to communicate well with peers and adults



**CAPTAINS AND VICE-CAPTAINS AGREEMENT**

I \_\_\_\_\_ agree to meet and abide by the conditions of being Captain/Vice-Captain as set out above in this contract. I understand being in a school leadership position is a privilege, and there are consequences if I do not follow these expectations.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

**KELLYVILLE PUBLIC SCHOOL**

**CAPTAINS AND VICE-CAPTAINS PLEDGE**

**We the Captains and Vice Captains of Kellyville Public School**

**Are proud to have been elected**

**As the student leaders for 2020**

**We promise to follow school rules at all times**

**And to lead our school with pride**

**We will strive to maintain the high standards set**

**By this year's Captains and Vice-Captains.**

**KELLYVILLE PUBLIC SCHOOL**  
**ROLES AND RESPONSIBILITIES**

The Captains and Vice-Captains could be called upon at any time to assist with a variety of roles and responsibilities. These include:

- ❖ Flying the flag each morning and afternoon in the appropriate manner. Also have an awareness of the weather and make sure the flag is lowered if inclement weather.
- ❖ Assisting the SRC.
- ❖ Running school assemblies.
- ❖ Escorting new students around the school.
- ❖ Welcoming and assisting visitors to our school.
- ❖ Assisting with Kindergarten Orientation.
- ❖ Assisting with Kindergarten on their first day of school.
- ❖ Assisting with Peer support.
- ❖ Representing the school at formal and informal occasions outside of school. For example, ANZAC Services.

**Consequences of not meeting the outlined expectations:**

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the Principal.

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the Principal.

**3<sup>rd</sup> Offence:** Loss of Badge and responsibilities permanently. Parents contacted by the Principal.

A new Captain or Vice-Captain, will be chosen to be sworn in from the next highest number of votes, in previous year's election process.

**Major infringements of school rules may lead to instant loss of badge.**

Refer to: Discipline Policy (2017) for further information.