

Student Leader Policy





Statement of Principles

School life provides many opportunities for young people to develop leadership and representation skills, including being leaders in school governance, sport, creative and performing arts, cultural and community activities. Student leaders have the potential to influence school environment and the behaviour of their fellow students by becoming advocates for positive change in the community.

School leaders need to actively participate in school life. Their ideas and opinions will be listened to and valued, so they will feel respected and encouraged to make further contributions. At Sherwood Grange Public School, we believe that we need to make student leadership development programs a more formal part of student welfare, so that parents, students and staff are clear about what is being offered and what is being required of them.

As members of the Sherwood Grange Public School Student Leadership team, the expectations of Year Six students and in particular the School Captains and Prefects are higher than those held for the general student body. They are to conduct themselves with dignity in order to be an example to the other students and an asset to the school.

All students are required to uphold the **Sherwood Grange Public School Code of Conduct**:

- ❖ We respect all people and things
- ❖ We follow teacher's instructions
- ❖ We always do our best
- ❖ We are in the right place, at the right time, doing the right thing

At Sherwood Grange Public School there will be two Captains and six prefects. If possible, we will have one boy and one girl captain. However, at the Principal's and Assistant Principal's discretion this may become two girl captains or two boy captains. This will be dependent on student numbers and or suitability. Where possible, again depending on numbers and student suitability, we will have 3 girl prefects and 3 boy prefects. This again will be determined by the Principal and or Assistant Principals before the election process begins.

Student Leaders will be required to perform a range of duties designed to encourage positive behaviour, support and leadership. They will develop mediation and public speaking skills. Student Leaders will demonstrate exemplary behaviour in the classroom, the playground, at assembly and on excursions.

Sherwood Grange Public School has four sporting houses. There will be two House Captains per house. House Captains will be responsible for sporting equipment and display leadership on the playground. They will also be responsible for organising teams and engendering good sporting behaviour at all sporting events.



Criteria for Student Leaders and House Captains

A Student Leader/House Captain will:

- ❖ Wear school uniform
- ❖ Display exemplary behaviour
- ❖ Be trustworthy and honest
- ❖ Perform rostered duties
- ❖ Be well mannered and helpful
- ❖ Be a role model in the classroom and on the playground

Loss of Position

Where the above criteria are not met or following formal complaints by members of the school community, and depending on the severity of the behaviour, action will be taken as follows:

1. Warning and counselling by the Principal and executive in charge of Student Leaders;
2. Loss of position (badge and privileges) for two weeks;
3. Loss of position (badge and privileges) for the rest of the year.

The Principal / Assistant Principal will determine the action taken, in consultation with relevant staff as to the length of loss of position. If the behaviour is severe (e.g. inappropriate language, threatening behaviour towards a member of staff, student, parent or visitor) immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.

Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal / Assistant Principal or teacher in charge of Student Leaders. The incident of misbehaviour will be investigated and recorded, and dealt with within seven days following the complaint.

Specific Duties:

School Captain

The School Captains will:

- ❖ Conduct important assemblies such as Sherwood Grange's ANZAC Day Assembly
- ❖ Be involved in special occasions such as the greeting and thanking of visitors and performers
- ❖ Take a leading role in morning assemblies.
- ❖ Be responsible for writing regular articles for the school newsletter
- ❖ Be aware of general behaviour of students in regard to safety and actively advise staff of issues of concern
- ❖ Be of general assistance to all members of staff, student, parents and visitors
- ❖ Award a merit certificate at assemblies (in consultation with the other Student Leaders)



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Prefects

The Prefects will:

- ❖ Assist the Student Leaders and take on their duties when required
- ❖ Be involved on special occasions such as the greeting and thanking of visitors and performers
- ❖ Conduct important assemblies such as Sherwood Grange's ANZAC Day assembly
- ❖ Take a leading role in school assemblies
- ❖ Ring the school bell
- ❖ Collect school mail
- ❖ Be aware of the general behaviour of students in regard to safety and actively advise school staff of issues of concern
- ❖ Assist the Captains in the compilation of articles for the school newsletter
- ❖ Be of general assistance to all members of staff, students, parents and visitors
- ❖ Award a merit certificate at assemblies (in consultation with the other Student Leaders)

House Captains

(Two students per house – who are not Student Leaders).

Year 6 will be given priority; in the event a Year 6 student is not available a Year 5 student may be chosen. Depending on numbers a boy and a girl house captain will be chosen. If this is not possible then 2 girls or 2 boys may be voted in.

House Captains will:

- ❖ Complete Years 3–6 Sports Storeroom duties (under direct supervision) by liaising with staff organising sporting activities, distributing and collecting sports equipment efficiently
- ❖ Setting up/packing up equipment for use at lunch and/or recess
- ❖ Report any equipment that requires repair or replacement
- ❖ Be aware of general behaviour of students in regard to the use of sports equipment and actively advise school staff of issues of concern
- ❖ Show leadership in the playground by organising games, teams, supervising younger students, etc.
- ❖ Organise house teams for relays
- ❖ Encourage house spirit at all sporting events
- ❖ Write reports for the Sherwood Grange school newsletter
- ❖ Be of general assistance to all members of staff, students, parents and visitors particularly at all sporting events.



Student Leaders Application Form

Potential Student Leaders in Year 5 will be asked to fill in an application form that provides candidates with an opportunity to outline their credentials as potential Student Leaders. Another student must second the application. The application form will be submitted to the Assistant Principal / teacher in charge of Student Leaders. The application will be checked to ensure the candidate fits the selection criteria and feedback will be provided to the applicant.

Voting Procedure – Student Leaders

Students who have been successful in their application for Student Leader will be asked to give a short speech (maximum 2 minutes) at a Student Leader Election Assembly attended by Years 1-6 in approximately Week 6 of Term 4. All students will be provided with a voting card. The names of the candidates will be listed in alphabetical order. Students will be required to place a tick next to the 8 candidates they prefer. Please note that the voting system may change to be in accordance of how we are running the election each year e.g. top 8, 4 girls and boys etc. Voting is anonymous. Teaching staff will also be required to vote in the same way.

In the event that student numbers do not allow for gender equality then the organising executive will need to inform the community at least 3 weeks before voting begins. This can be done through the newsletter or through a note. A decision will have to be made prior to the election on how the election will be conducted e.g.; top eight regardless of gender, top boy, top girl for captain etc.

The votes will be collected by the class teachers and counted by the Principal and an Assistant Principal. The results of the vote will be announced to the eight elected students. They will not be told who the captains are until the annual Presentation Evening.

The outgoing student leaders will present the newly elected Student Leaders with their badges in Term 4 at the Presentation Evening.

Voting Procedure – House Captains

The election of House Captains will take place at the beginning of each year, prior to the swimming carnival.

House Captains will not be required to fill in an application form but will be required to complete a declaration form. They will be required to give a short speech (30seconds) detailing why they would make a good House Captain at the House Captain Election meetings. The teacher in charge of the meeting will hold a secret ballot via show of hands and heads down at the meeting.

The newly elected House Captains will be presented with their badges at a morning assembly.



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Student Leadership Agreement

The newly elected Student Leaders will be required to read the Student Leader Policy and the Student Leader Contract. The Student Leaders and their Parents/Carers will be required to sign the Contract and return it to the Assistant Principal / teacher in charge of Student Leaders. The Contract will contain the following statement:

I have read, understood and discussed with my parents/carers the document "Student Leader Policy" and will fulfil my duties as outlined. I understand that the failure to follow the requirements will lead to the consequences outlined in the section titled "Loss of Position".

The Principal shall retain the right to veto candidates deemed unsuitable.



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For this application to be accepted all sections must be completed.
It must have your signature and the signature of your Parent/Carer.
It must also be seconded by a fellow student. This application is due no later than 2:55pm on Tuesday of Week 6.

Parent/Caregiver Declaration

I support the application of my child for Student Leader. I am aware of the Sherwood Grange Student Leader Policy. I understand the selection criteria, specific duties required for the role and the 'Loss of Position' procedure. I will support my child in the role of Student Leader.

Parent Signature: _____ Date: _____

APPLICATION SECONDED

Name of Seconder: _____ Class: _____

Having known _____ for some time I support the application for the role of Student Leader.

I understand that by supporting this application I am confident that this person has set a good example to others and can carry out the role of a Student Leader.

I have not seconded another person's application for Student Leader.

Student Signature: _____ Date: _____



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Student Name: _____ Class: _____

I wish to make application to become a Sherwood Grange Student Leader.

After discussing my application with my family, I understand that a Student Leader needs to have the following characteristics in order to successfully fulfil the role:

I have demonstrated my commitment to school life by:

As a Student Leader at Sherwood Grange School I would like to be able to make the following contributions:

I understand that this position is a responsible one involving the support and leadership of the whole school. I fully realise the consequences of incorrect use of my position as a Student Leader.

Student signature: _____

Date: _____



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Congratulations!

Name: _____ Class: _____

Your application has been accepted. You will now be required to prepare a short speech (approximately 2 minutes) at the Student Leader Election Assembly on Wednesday Week 8.

Your speech should include the following topics:

- *Why you should be elected as a Student Leader*
- *What characteristics you have to be a successful Student Leader*
- *What you have done at school that will help you to be a good Student Leader.*
- *Tell us about a problem you have identified and a possible solution for it.*



Name: _____ Date: _____

Criteria for all Student Leaders

A Student Leader will:

- Wear School uniform at all times
- Display exemplary behaviour
- Be trustworthy and honest
- Perform rostered duties
- Be well mannered and helpful
- Be a role model in the classroom and playground
- Fulfil all duties as required

Student Leadership Agreement

- ☐ I have read, discussed with my parents/carers, and understood the document 'Student Leader Policy' and will fulfil my duties as outlined.
- ☐ I understand that the failure to follow the requirements will lead to the consequences outlined in the section titled 'Loss of Position'.
- ☐ I agree to undertake the role of Student Leader. I will do my duties to the best of my ability.
- ☐ I understand that if I do not lead by example my badge and my position may be taken away.

Signed: _____

Date: _____



Name: _____ Date: _____

Criteria for House Captains

A House Captain will:

- Wear School uniform at all time
- Display exemplary behaviour
- Be trustworthy and honest
- Perform rostered duties
- Be well mannered and helpful
- Be a role model in the classroom and playground
- Attend all carnivals
- Complete all jobs required

House Captain Agreement

- ☐ I have read and discussed with my parents/carers, and understood the document 'Student Leader Policy' and will fulfil my duties as outlined.
- ☐ I understand that the failure to follow the requirements will lead to the consequences outlined in the section titled 'Loss of Position'.
- ☐ I agree to undertake the role of House Captain. I will do my duties to the best of my ability.
- ☐ I understand that if I do not lead by example my badge and my position may be taken away.

Signed: _____

Date: _____