

Student Leadership Guidelines

INTEGRITY	Being consistently honest and trustworthy.
EXCELLENCE	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
RESPECT	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
RESPONSIBILITY	Being accountable for your individual and community's actions towards yourself, others and the environment.
COOPERATION	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
PARTICIPATION	A proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
CARE	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
FAIRNESS	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
DEMOCRACY	Accepting and promoting the rights, freedoms and responsibilities of being an Australian Citizen.

Student Leadership Outcomes

This student leadership framework aims to:

- provide resources and opportunities for students to gain leadership experience using a range of mechanisms, including Student Representative Council
- maximise student participation in decision making and ensuring that principles of equity and fairness are reflected in school practice
- incorporate students' views into planning related to school climate and organisation
- encourage a sense of belonging to the West Pennant Hills Public School community.

Students will:

- participate in decisions about their own learning
- pursue a program of learning relevant to their needs and aspirations
- contribute to decision making in the school
- participate in all aspects of school life as equals
- develop an understanding of themselves as well as skills for positive, socially responsible participation
- develop competencies which enhance the quality of their relationships with others
- know and understand their school's organisation and know about and appreciate student representative councils and other representative bodies.

The Key Principles of Student Leadership

- All students have the potential to develop leadership skills over time
- All students have the right to develop and demonstrate leadership skills
- Our school's Student Leadership Program will be sustainable if it is supported by students, parents, teachers, the school and local community
- School communities should identify and promote a range of styles of student leadership
- Leadership opportunities need to be offered in ways which do not unlawfully discriminate against any groups in the school
- Leadership opportunities should provide for, and encourage, equal participation by boys and girls
- Leadership roles in a school need to be perceived as valuable by the students and the school
- A school's student leadership program will be more sustainable if leadership skills, knowledge, attitudes and values are encouraged and developed through a wide range of school programs and activities
- Leadership opportunities are an important strategy for promoting equity, including gender equity.

Fostering leadership skills

We aim to:

- Provide a wide range of participation and leadership opportunities which cater for all students in the school
- Maximise the number and range of students undertaking leadership roles
- Ensure that opportunities for student leadership are distributed amongst students
- Encourage the school community to participate in school life and to provide recognition of all student leadership roles
- Encourage the development of student participation and leadership skills through classroom practice e.g. cooperative learning, problem solving and social skills across all key learning areas (KLAs)
- Encourage students to differentiate between student participation, student leadership and popularity
- Develop student participation and leadership skills in all students through specific programs, for example: student representative councils (SRCs) and school parliaments, school committee liaison, captaincy (including House and School), prefects, peer support, buddy systems, debating, public

speaking, sport, creative and performing arts, curriculum involvement in the classroom, information technology, thinking based upon constructive, critical and creative thinking

- Plan participation and leadership programs for girls and boys with specific needs
- Develop ways to ensure gender equity
- Celebrate the achievements of all students in written and oral forms such as the newsletter, school assemblies, merit certificates and awards
- Nurture partnerships through links between students, teachers, parents and the community.

*From Student Leadership Framework for
Primary Schools*

School Leadership Team

West Pennant Hills Public School Leadership Team comprises of:

- One male and one female School Captain
- One male and one female School Vice-Captain
- Two male and two female Prefects.

The role of the West Pennant Hills Public School Leadership Team is to:

- Provide leadership to the whole student body
- Represent and speak publicly on behalf of the student body at school functions
- Represent the school at community functions.

The West Pennant Hills Public School Leadership Team responsibilities include:

- Running whole school assemblies
- Representing our school at various functions e.g. ANZAC Day ceremony, music festivals
- Giving welcome and thank you speeches to school visitors
- Set an exemplary standard of behaviour for all students to follow
- Coordinating the flags, handbells, office jobs, formal assembly set up, public address system and canteen announcements
- Coordinate, convene and minute regular SRC meetings
- Abide by the captain and prefect pledge. *(If this pledge is not abided by then appropriate consequences will follow with student leaders potentially facing the loss of their position).*

PROCEDURES FOR ELECTING STUDENT LEADERSHIP POSITIONS AT WEST PENNANT HILLS PS

- School Captains and Prefects
- House Captains
- Library Monitor
- Student Representative Council (SRC)
- Band Captains

Captain and Prefect Selection Procedures

1. All Year 5 students who meet the selection criteria are eligible to be nominated. The selection criteria are:
 - No bullying incidents recorded into Welfare in the last 2 years
 - Follows class and school rules
 - Demonstrates pride in wearing school uniform correctly
 - Demonstrates school spirit and contributes to school life in extra-curricular activities
 - Ability to speak publicly
 - Displays good manners
 - Demonstrated responsibility & reliability
 - Displays honesty & integrity
 - No suspensions.
2. All Year 5 students can nominate themselves or one of their Year 5 peers who meet the selection criteria.
3. All nominations need to be seconded by another student.
4. If the nominated students meet the selection criteria to hold a position on the Leadership Team, they will be included on a ballot form.
5. All students in Year 5 vote for one (1) nominated boy and one (1) nominated girl.
6. Each student vote is worth one (1) and each staff vote is worth five (5).
7. The eight boys and eight girls with the greatest number of Year Five votes will be the nominated candidates for election.
8. At the beginning of Term 4, the sixteen (16) final candidates will lead social/ games activities for K-2 students, one lunchtime a week for a period of six weeks. These games are to be monitored by staff, with candidates being observed and scored on a rubric.
9. Final Candidates present speeches (constructed at school) to students and staff in Years 2-6 who then vote for one boy and one girl. Staff votes will be worth two (3).
10. Once votes are counted, the highest scoring four boys and four girls (in votes) will become part of the leadership team. School captains will be determined by the highest scoring boy (1) and girl (1) from the leadership rubric. The second highest scorers (1 boy and 1 girl) will be Vice-Captains and the remaining four (4) candidates (two boys and two girls) will become prefects.

Captain and Prefect Selection Timeline

Term 3	
Week 6	<p>Classroom teachers will discuss expectations with Year 5 students for leadership positions and responsibilities. Year 5 teachers will communicate the nomination process and qualities/attributes a good leader should have, using the DOE core values and the essential criteria.</p> <p>Students will be informed of the new leadership voting process and the requirement of applicants to participate in a six-week leadership initiative with K-2 students.</p> <p>Current Year 6 leaders will address Year 5 students to discuss responsibilities and answer any questions.</p>

Week 7	Students indicate to their Year 5 peers their interest in being a captain or prefect. Year 5 nominate themselves or their peers. All nominations need to be seconded by another student. (Check for absent students.)
Week 8	Executive Staff and Year 5 teachers meet to discuss if nominated candidates fulfil the selection criteria – see <i>Captain and Prefect Selection Procedures</i> .
Week 9	All Year 5 students and staff vote for one boy and one girl. The eight boys & eight girls with the most votes become the nominated candidates for the leadership election. Next day, the sixteen successful candidates are announced to the Year 5 group. The DP and Year 5 teachers will be present. The sixteen successful candidates are then presented to the school at the end of lunch assembly.
Week 10	Year 5 candidates are given copies of the scoring rubric for the K-2 leadership program. Teachers will discuss process with students and answer any questions.

Term 4	
Week 2	Students participate in a weekly K-2 leadership initiative at lunch time under the guidance of Stage 3 teachers and any other staff who wish to attend. Students will be marked on a rubric based on their preparation and performance. Scores will be collated and stored away until whole school elections have been completed.
Week 3	
Week 4	
Week 5	
Week 6	
Week 7	

Voting Procedures

1. The voting forms will be copied on white paper. Voting forms will have both name and photo displayed.
2. Staff voting is on coloured paper. Staff votes are worth 3 student votes.
3. Years 2-6 will vote on COLA area outside the hall and in the hall.
4. Each class teacher distributes the voting slips (from the ballot envelope) to their class. The class teacher will ensure that each student receives one vote. Each class teacher supervises his or her own class. Voting slips are collected by the principal and kept secure.
5. During voting, candidates will stand on COLA area outside the hall holding their poster to remind the Year 2 students who they are. Nominated candidates will vote at the end and submit their vote to their class ballot envelope which is then sealed. The executive staff will supervise this process.
6. The Stage 3 Assistant Principal and at least teachers need to be present during the counting.
7. The four boys and four girls with the highest number of votes will become the Leadership Team for the following year. The results will be delivered to all candidates by the executive staff at an appropriate time with compassion and empathy. Support will be given to the unsuccessful candidates. The Leadership Team will then be presented to the school at the conclusion of lunch at the assembly.
8. Students in the final leadership group will then be ranked based on their leadership rubric totals. The top scoring male and female students will be awarded the School Captain role. The male and female students receiving the next highest scores will be awarded the Vice Captain Roles. The remaining students will be awarded prefects.

9. At the Celebration of Learning Assembly, the Captains, Vice-Captains and Prefects will be formally announced. The Captains, Vice-Captains and Prefects will say the pledge and receive badges from outgoing leaders.

Name _____

SCHOOL LEADERSHIP RUBRIC

	1 - Developing	2 - Proficient	3 - Excellent
Planning and Organisation	Plans basic game sessions but may miss key details. Needs reminders to prepare materials and organise sessions.	Plans games effectively with minor details occasionally overlooked. <u>Generally</u> ensures materials are prepared and sessions are organised.	Develops detailed and well-structured plans for games. Ensures all materials are prepared and sessions run smoothly.
Communication and Instruction	Provides basic instructions but may lack clarity or enthusiasm. Some K-2 students may not fully understand or participate.	Provides clear instructions and explanations most of the time. Ensures most K-2 students understand and participate.	Clearly and enthusiastically explains game rules and instructions. Ensures all K-2 students understand and can participate.
Engagement and Motivation	Occasionally engages and motivates K-2 students. Needs to work on creating a more inclusive and fun environment.	<u>Generally</u> engages and motivates K-2 students. Creates a positive environment where most students are eager to participate.	Consistently engages and motivates K-2 students. Creates a fun and inclusive environment where all students are excited to participate.
Adaptability and Problem-Solving	Has difficulty adapting to changes or solving problems. Needs guidance to address issues during games.	Adapts to changes or issues with minimal disruption. Solves most problems effectively.	Quickly adapts to changes or issues that arise during games. Effectively solves problems and ensures smooth operation.
Responsibility and Reliability	Sometimes reliable and responsible. Needs reminders and support to ensure the program runs smoothly.	Generally reliable and responsible. Takes responsibility for the program and ensures it runs well most of the time.	Consistently reliable and responsible. Takes ownership of the program and ensures it runs smoothly every session.
Empathy and Inclusion	Shows some empathy but may struggle to include all students. Needs to improve in adjusting activities for different abilities.	<u>Generally</u> shows empathy and includes most students. Adjusts activities to include different abilities.	Demonstrates high empathy and ensures all K-2 students feel included and valued. Adjusts activities to accommodate all abilities.

Marked by _____



West Pennant Hills Public School Captains and Vice-Captains Pledge

As a Captain or Vice-Captain, elected by the students of West Pennant Hills Public School, I will endeavour to:

- Be a positive role model for all students at all times
- Uphold the school rules at all times
- Assist students experiencing difficulties
- Be polite and courteous to teachers, parents, visitors and other students
- Fulfil all my roles and responsibilities as a school leader.

I promise to do my best for West Pennant Hills Public School and I agree to uphold the roles and responsibilities set out for me.

PROCEDURES FOR ELECTING OTHER LEADERSHIP POSITIONS

West Pennant Hills House Captains and Vice-Captains

Each House (Bradman, Cuthbert, Elliott and Fraser) will have a boy and girl Captain and a boy and girl Vice Captain from Year 6. In the event of only one eligible boy or girl, 3 of the other gender can be voted in – one girl and boy as captain and 2 either girls or boys as vice captains. If no Year 6 students are available, then a Year 5 student can nominate. *No Leadership Team members are eligible to apply.*

The role of the West Pennant Hills Public School House Captains and Vice-Captains is to:

- Provide leadership to the whole student body
- Demonstrate and encourage sportsmanship during all sporting activities
- Encouraging House spirit at all sporting events.


Their responsibilities include:

- Generating a sport report to be delivered at the 3-6 assemblies each fortnight
- Convene and lead House Meetings to plan for Swimming and Athletics Carnivals
- Encouraging all House members to perform to the best of their ability at all sporting events
- Being of a general assistance to all members of staff, parents and visitors, particularly at sporting events
- Organising, distributing and collecting sporting equipment at lunchtimes
- Assisting with keeping the sport shed neat, tidy and free of graffiti.

House Captains and Vice-Captains Selection Procedures

1. Selection of House Captains and Vice-Captains will occur in the week following School Captain and Prefect elections
2. Students applying to be House Captains or Vice-Captains are subject to the following selection criteria:
 - Be a positive role model for students at all times, always displaying and encouraging good sportsmanship
 - Play fairly and accept the umpire's decisions
 - Encourage house participation at all sporting carnivals
 - Participate enthusiastically in sporting activities
 - Conscientiously undertake all allocated tasks and responsibilities
 - Be courteous to teachers, parents, visitors and other students
 - Follows class and school rules
 - No suspensions.
3. All houses will hold a meeting to elect Captains and Vice-Captains for the following year. Students in Years 3-6 attend meetings.
4. Teachers will highlight the traits of a good House Captain (see criteria).
5. Students in the current Year 5 can self-nominate for House Captain or Vice-Captain. Likewise, other students can nominate a Year 5 student for the role. Each student will give an impromptu statement as to why they would make a good Captain or Vice-Captain.
6. Voting for House Captains will be decided by completing the voting slip for their House. Teachers assigned to the house will assist in the voting
7. Teachers do not vote for the House Captains. The results of the election for House Captains and Vice-Captains are sent to the principal for safe keeping.

8. House Captains will be announced at the Term 4 Medal assembly where they will say their pledge. House Captains and Vice-Captains will receive their badges at the Celebration of Learning.



West Pennant Hills
PUBLIC SCHOOL
INSPIRING YOUNG LEARNERS

West Pennant Hills Public House Captain and Vice-Captain Pledge

As a House Captain / Vice Captain, elected by the students of West Pennant Hills Public School I will endeavour to:

- Be a positive role model for students at all times, always displaying and encouraging good sportsmanship
- Uphold the school rules at all times
- Play fairly and accept the umpire's decisions
- Encourage house participation at all sporting carnivals
- Participate enthusiastically in sporting activities
- Conscientiously undertake all allocated tasks and responsibilities
- Be polite and courteous to teachers, parents, visitors and other students

I promise to do my best for West Pennant Hills Public School and I agree to abide by the responsibilities set out for me.

Library Monitors Selection Procedure

In Term 4, the Librarian talks with all the Year 5 students towards the end of the term (after School Leadership Team and House Captains have been selected) about the possibility of becoming a Library Monitor in the following year. The importance of such a position is emphasised and all interested students are invited to submit an application for one of these positions.

These students will learn Library management skills, which facilitate both responsibility and independence. Library Monitors become excellent helpers at lunchtime and have the potential to demonstrate good leadership skills.

Criteria for applying for the position of a Library Monitor:

- Punctuality
- Courtesy
- Responsibility
- Cooperation

Each student interested in becoming a Library Monitor must submit an Expression of Interest. The application must address each of the criteria and be written in the applicant's own handwriting. Approximately 16 Library Monitors are chosen.

No previous experience is necessary - a full training program will be conducted during lunchtimes. Successful applicants need to be available for at least one lunchtime a week, to become part of a weekly Library Monitor roster and work collaboratively with other students and in a team situation.

Before organising the roster, a meeting will be held with all the selected Library Monitors to find out which lunch times suits them best and to avoid clashes with either sport practice or other curricular activities.

Successful applicants are announced early in the first term of the next school year. Badges are handed out early in Term 1 at a 3-6 merit assembly.

All new Library Monitors will sign the library contract committing to uphold the school's Behaviour Code at all times.

The term timetable will be on display on the library door and window. All Library Monitors are required to sign on when they arrive in the library for their duty.

Tasks will include:

- Circulation desk
- Stickers
- Games
- Library to be kept neat and tidy
- Jigsaw puzzles
- Story time
- Shelving
- Paper and pencils

At the discretion of the Librarian: Monitors will be asked to nominate and organise special activities and/or themed days for students to participate in at lunch times in the library. (eg Simpsons, Lego, etc.)

Student Representative Council (SRC) Selection Procedures

Each class (2-6) will have a boy (1) and girl (1) to represent them at the Student Representative Council (SRC). Their responsibility includes:

- Attending all SRC meetings to represent their class and give them a voice (*pass on suggestions, ask questions on their behalf*)
- Participating in school wide ceremonies (Anzac Day etc.), when required.
- Recording what is discussed in meetings and communicating this back to their class at an agreed upon time.
- Being an active participant in meetings, asking questions and offering suggestions.
- Assisting with the running of fundraising/special day initiatives on behalf of SRC.

Selection Procedure

1. Teachers call for class nominations. Students consider what it takes to be a class leader and the responsibilities they will be undertaking in the coming year. Students may nominate themselves or another class peer.
2. The student nominated must agree that they would like to be on the SRC and are willing to take on the responsibilities for the class. They need to commit to doing the role if they are the elected as the class representative
3. Once there is a list of nominees, students vote for 1 girl and 1 boy - returning the voting slip to the teacher for counting privately.
4. Students are informed to not talk to others about who they voted for or who they didn't. Voting is not to be discussed with their friends.
5. Once votes have been counted, students will be informed of the results with the boy (1) and girl (1) receiving the highest votes becoming the SRC representative for that class.

Technology/Audio Visual Team Selection Procedures

- **Criteria for appointment:**
- **IT Expertise:** A level of computer competency and confidence to problem solve
- **Courtesy:** You will need to deal and interact with other students, teachers and the principal
- **Co-operation:** You will need to be flexible and work with other students and in teams
- **Reliability:** You will need to work independently on some of the tasks

The role of the Student Technology/Audio Visual Team

The Student Technology/Audio Visual Team will be responsible for setting up for assemblies during lunch time and occasionally, in school time. They can be called upon to support teachers with computer technologies and work in cooperation with the Website Team collating data for the school's website. They will be responsible for packing away equipment and notifying the principal and/or the General Assistant of any problems that occur. They will need to be available to open the Computer Lab each morning and turn computers on in readiness for the first lesson.

Selection Process

In the first few weeks of Term 1, Stage 3 students will be offered the opportunity to apply to be a member of the Technology / Audio Visual Team. Students will be required submit an Expression of Interest outlining their skills and experience. The Technology Team leader in consultation with Stage 3 Assistant Principal and the Principal will make the decision regarding the most suitable applicants.

Band Captains

West Pennant Hills Band Captains

Two Year 6 students, one girl and one boy, from Performance Band will be elected to this position. *Leadership Team or House Captain members are not eligible to apply in order to be mindful of sharing leadership roles between as many students as possible.* However, if there is not sufficient Year 6 students in the Performance Band to fill the positions, Band Captains can hold another leadership position. First consideration must go to students that do not hold a leadership position.

The role of the West Pennant Hills Public School Band Captains is to:

- Provide a positive role model and leadership in the band
- Represent the band at school and community functions as required/requested
- Actively participate in band programs.
- Encourage students to take pride in band activities
- Assist any student in need when necessary
- Willingly and actively help band conductors and committee members when required
- Create and deliver band reports (written and verbal) as required for assemblies/newsletters etc
- Assist at concerts and performances with announcing and introducing bands.

Band Captains Selection Procedures

1. Selection of Band Captains will occur towards the end of Term 4 following election of School Captain, Prefect and House elections.

2. Students applying to be Band Captains are subject to the following selection criteria:
 - Satisfactory attendance and punctuality at band practices and rehearsals
 - Ability to maintain acceptable personal standards of behaviour in band and school activities
 - Maintain a high standard of dress as appropriate to band events
 - Demonstrate trustworthiness, courtesy, reliability and helpfulness
 - No suspensions
3. All bands will hold a meeting to elect Captains for the following year. Students in band will attend the election meeting. Executive/Teacher in charge will highlight the traits of a good Band Captain (see criteria and role statements above).
4. Students in the current Year 5 can self-nominate for Band Captain. Likewise other students in the band can nominate a Year 5 student for the role. Each student will give a short, impromptu statement as to why they would make a good Band Captain. Voting for Band Captains will be decided by completing the voting slip. Teachers do not vote for the Band Captains. The results of the election for Band Captains are sent to the principal for safe keeping.
5. Band Captains will receive their badges at the Celebration of Learning.