

# ST PETERS PUBLIC SCHOOL

## STUDENT LEADERSHIP GUIDELINES



August, 2023

In 2023 St Peters Public School is implementing a Student Leadership Policy that will come into effect in 2024. It will be the first time our school has had a formal student leadership team with an application and voting process. The following policy document outlines the leadership values, the roles and responsibilities and the application, voting process and timeline. This policy will be reviewed and updated annually.

The selection process outlined identifies students able to fulfil the duties and responsibilities of student leaders. The selection process is highly visible and easily communicated to the school community (students, parents/carers and staff) via the school website.

### Leadership values

Each year, a team of students take on special responsibilities to inspire and assist the students at our school. Students who aspire to leadership roles must consistently demonstrate the school's values by being:

**RESPECTFUL**

**SAFE**

**a great LEARNER**

Students who aspire to leadership roles must consistently demonstrate Values of NSW Public Schools. The core values are:

- **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:** Being 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 Roles

Students who aspire to, and attain, a leadership role must have a clear understanding of the roles and responsibilities associated with each position. Further, it is crucial that the parents/carers and staff have the same understanding so that they can support students in fulfilling these important and high-profile positions in the school.

## General Responsibilities for student leaders

- *Demonstrate the St Peters values (respectful, safe, learner) at all times*
- *Be an excellent role model for all students*
- *Wear the school uniform properly and with pride to school and school functions*
- *Assist students, staff and parents whenever possible*
- *Fulfil obligations in a courteous and responsible manner*

## Two school captains and two prefects

- *Represent the school at official functions within and outside the school.*
- *Prepare and present speeches for school functions and assemblies.*
- *Present awards/gifts at special functions.*
- *Welcome official visitors and escort visitors around the school.*
- *Show leadership and model appropriate behaviour to all students.*
- *Support class teachers to run assemblies.*
- *Consistently demonstrate/uphold the school values at in-school and out of school events.*
- *Mentor the incoming leadership team during Term 4.*

## Six house captains (two per house)

- *Assisting staff to conduct House meetings, sports carnivals and other sporting events.*
- *Co-organising and co-leading house activities during sports carnivals and events.*
- *Setting up sport equipment as requested.*
- *Maintaining the sport storerooms as requested.*
- *Speaking at school assemblies on matters of House team business.*
- *Consistently demonstrate/uphold the school values at in-school and out of school events.*

## A team of library monitors

- *Library monitors will be rostered on duty by the teacher librarian either before school or at lunch.*
- *Assist the teacher librarian to process and shelve books.*
- *Assist other students to use the library.*
- *There is no limit on the number of students who may run for the available positions.*

The Library Monitor selection process has the following steps:

- *Week 3 Term 1 (Friday), the teacher librarian holds a meeting with students who are interested in being a library monitor.*

- *Candidates complete an Application Form and hand it back to the teacher librarian within a week (date will be on the Application form). Late applications may be considered with a valid reason.*
- *The teacher librarian consults with stage teachers regarding each candidate's ability to work as a team member and to take responsibility for attending their rostered shifts.*
- *Students are notified if they are successful and are given a Library Agreement form to sign and return to school.*
- *Library Monitors will be introduced to the school assembly towards the end of Term 1.*

### **A team of Kindergarten buddies**

- *Assist the kindergarten teachers during Orientation and Transition to school*
- *Assist in the playground with new students*
- *Help at special Kindergarten events*

*The Buddy program selection process has the following steps:*

- *Week 7 Term 3, the kindergarten teachers hold a meeting with students who are interested in being a Buddy.*
- *Candidates complete an Application Form and return it to the organising teacher within a week (date will be on the Application Form). Late applications may be considered with a valid reason.*
- *The kindergarten teacher who is organising the Buddy program consults with stage teachers regarding each candidate's ability to work as a team member and to make a commitment to the program.*
- *Students are notified if they are successful and are given a Buddy Program Agreement Form to sign and return to school.*
- *Buddies will be introduced to the school assembly in late Term 3.*

*Any student in Year 5 can apply to become a Library monitor or a Buddy regardless of any other leadership positions they may wish to hold.*

Students who attain leadership roles must be prepared to sign the Student Leaders' Code showing their commitment and have their parents co-sign this commitment. Persistent breaches or a serious breach of the code, or breaches of other expectations of the role (for example, persistent non-attendance at required rehearsals, meetings and/or events) may result in suspension from, or loss of, the leadership position.

The staff member/s responsible for each group of student leaders must be informed when there are breaches of the code or role expectations, and, in consultation with the Principal, are responsible for any decisions regarding students continuing in their role. If a student loses their role, or leaves her/his role for another reason, the vacancy MAY be filled, taking into consideration such factors as the time of year, the original selection/election process and the general requirements of a leadership role.

# Nomination Process

In Week 1 of Term 4, Year 5 students will attend a presentation from the SPPS executive team in the school hall. The assembly will outline the St Peters Student Leadership policy and provide information on the student leadership roles.

Families of Year 5 students will also be informed about the Year 6 leadership roles available for 2024 via email to facilitate conversations at home. Year 5 students are encouraged to consider the commitment required to fulfil the different leadership roles within the school, and to think about the role/s they may be interested in.

Students are limited to holding one major leadership position (school captain, prefect or house captain).

The following criteria are taken into consideration when assessing a student's suitability to be a student leader:

- *Teacher judgement (including, but not limited to, things such as behaviour and attitude in class; behaviour and attitude on excursions, at sport and at other out of school events, demonstrated leadership skills and application of school values, as well as written application)*
- *Class and school behaviour records (including, but not limited to: the number of entries, the type of behaviour, when the behaviour occurred, student behaviour since the behaviour occurred, where the behaviour occurred)*
- *Proven student ability to make necessary changes to behaviour, where applicable*
- *Any other relevant information, where applicable*

Based on the above criteria and processes, the panel will compile a list of suitable candidates for all leadership positions. The Principal (or another appropriate staff member) will inform students who have been removed from the list of suitable candidates. The Principal will always have the final say if necessary.

# Timeline

2023	
<b>TERM 3 - Week 7</b>	Buddies meeting and applications given out to those interested
<b>TERM 3 - Week 8</b> FRIDAY	Buddy applications due
<b>TERM 3 - Week 10</b> WEDNESDAY	Buddy badges given out at whole school assembly
<b>TERM 4 - Week 1</b> WEDNESDAY	Presentation (assembly) for Year 5 & 6 of 2024 from the Principal and APs in the hall <ul style="list-style-type: none"> <li>→ <i>information on the roles</i></li> <li>→ <i>discussing the policy</i></li> <li>→ <i>Applications given out</i></li> </ul>
<b>TERM 4 - Week 3</b> MONDAY	Applications for school captain and prefect positions due <ul style="list-style-type: none"> <li>→ <i>Panel of staff meet to select suitable candidates to progress to the student voting round</i></li> <li>→ <i>Candidates notified</i></li> </ul>
<b>TERM 4 - Week 5</b> WEDNESDAY	Student speeches <ul style="list-style-type: none"> <li>→ <i>Candidates give a 2 minutes maximum speech</i></li> <li>→ <i>students in Years 2-5 vote in the hall using ballot papers</i></li> <li>→ <i>Teachers vote too (worth the same)</i></li> <li>→ <i>students place '1' and '2' next to their preferred choices for school captains</i></li> <li>→ <i>Votes are tallied to decide captains and prefects</i></li> </ul>
<b>Presentation Day</b> <b>TERM 4 - Week 10</b> THURSDAY	Leaders are announced in front of the school community and badges presented
2024	
<b>TERM 1 - Week 3</b>	House Captain voting in 3 locations in the school <ul style="list-style-type: none"> <li>→ <i>Candidates give a 2 minutes maximum speech</i></li> <li>→ <i>Students vote using ballot papers</i></li> </ul>
<b>TERM 1 - Week 3</b> FRIDAY	Library Monitor meeting and applications given out to those interested
<b>TERM 1 - Week 4</b> FRIDAY	Library monitor applications due

## Rescheduling

The information and processes outlined in these guidelines may be altered, delayed and/or rescheduled due to unforeseen circumstances and/or when the running of the school requires a change, including changes in NSW Health advice and Department of Education requirements. Whilst every effort will be made to communicate changes, this may not always be possible.

## Student Absences

Whilst every effort will be made to include all interested students, those students who are absent during any part of the processes outlined in these guidelines may be unable to participate. Processes will not be delayed and/or rescheduled due to student absences. Parents/carers of students who are absent on any days may contact the Year 5/Stage 3 supervisor to make arrangements to facilitate participation where possible. Parents/carers of students who are absent on any of the days will not be contacted by the school. Please note that the participation of an absent student may not always be possible.

## Speeches and voting

The order of speeches will be determined by names drawn from a hat. The candidates will then start to write their speeches. The Stage 3 Assistant Principal or a designated member of staff will supervise the candidates.

The following criteria for the speeches must be adhered to:

- *Speeches are to be written at school during the supervised session*
- *Speeches are to be written on paper provided by the school*
- *Speeches are to be written by the individual student candidate without parent or peer involvement*
- *Speeches are to be no longer than two minutes in duration*
- *Speeches are to be free of gimmicks (for example, giveaways, lollies, costumes, banners, audience participation, impossible promises)*
- *Speeches are to be given to the Year 5/Stage 3 supervisor after they have been written and may not be taken home*
- *Students will be given opportunities to practise their speeches at school*
- *Candidates who breach these conditions may be disqualified*

Speeches are given to all Year 2-5 classes. In the event of a candidate's absence, a class teacher may speak on his/her behalf. Voting is held at the conclusion of the speeches and prior to the end of the school day. Each student in Year 2-5 will vote for all candidates in preferential order (numbering 1 and 2 only). Staff are able to vote at this time (optional). All voting forms and class tally sheets are to be sent directly to the Stage 3 assistant principal when completed. Speeches are to be given to the Stage 3 Assistant Principal after the presentation and may not be taken home.

Team of teachers will count the votes. The candidates with the highest number of votes will form the school captain and prefect team. The Principal will have the casting vote if needed. There are no gender restrictions for these roles.

This policy will be presented to the P&C each year and it will be reviewed by staff and updated annually.