



Kincumber Public School Policy Student Leadership Procedures

Key Accountability: Student Welfare

Departmental Policy References: Student Wellbeing - Student voice, participation and leadership

Next Review date: *Term 3 2024*

Purpose

The aim of this document is to communicate to the school community how the school manages the election of student leaders.

Rationale

At Kincumber Public School we are focused on developing our students' leadership skills through formal programs and practical leadership experiences and the opportunity to take on official leadership roles within the school context. This approach recognises that students can be leaders across a variety of areas and that leadership skills learnt in primary school may lay the foundation for future success in this forum.

The principles of this policy include that:

Extensive opportunities are created for students to undertake leadership responsibilities within the school and the wider community. We have balanced the need for a number of leadership opportunities, with the understanding that it is not possible for every student to have a formal leadership position.

School leadership positions are offered to students in Year 6, though application and selection processes for school captains and leaders take place during term 4 of Year 5.

Policy Implementation

At Kincumber Public School you can expect we will:

1. Provide meaningful and engaging learning experiences for students to actively build their leadership capabilities.
2. Use a range of relevant ways to evaluate the suitability of students for leadership positions.

School leaders are selected from Year 5 students who meet the following criteria are eligible to be considered for the student leadership team.

- Minimum of 90% attendance for the year. (Students with attendance rates affected by illness/injury in the current year may be considered.)
- Has been assessed in the current year in the *You Can Do It!* Curriculum as "Consolidating" in at least three out of five areas with one being "Getting Along".
- Meets the school's Tier 1 behaviour standard



- Applicants must have been enrolled at Kincumber Public School for a minimum of one semester (two terms).

Students who successfully progress through the leadership selection process of written application, interview, public speaking and voting will be considered for the leadership team. With final endorsement from the principal, the highest-ranking boy and girl are declared school captains and up to six applicants are declared school leaders.

The following leadership positions and role descriptions are offered:

School Captains

The school captains represent the school and the student body. They have a high profile within the school and community and, as such, are held to a high standard for their conduct. Their responsibilities include, but are not limited to:

- Being a positive role model to the student body.
- Representing the student body at school and community functions.
- Assisting staff in the coordinating and running of weekly school and special formal assemblies.
- Writing and delivering both written and impromptu speeches.
- Greeting guests to the school.
- Willingly assisting students and staff when needed.
- Attending out of school hours special events such as ANZAC Day ceremonies.

School Leaders

The school leaders, along with the captains, represent the student body and are held to a high standard of behaviour. Their responsibilities include, but are not limited to:

- Being a positive role model to the student body.
- Assisting the staff in the coordinating and running of weekly school and formal assemblies.
- Willingly assisting students and staff when needed.
- Filling in for the school captains in their absence.

PBL Leadership Team

Students in the PBL leadership team represent the student body within the school's Positive Behaviour for Learning community. Their responsibilities include, but are not limited to:

- Being a positive role model to the student body.
- Assisting staff in the collection of school-wide data.
- Running the PBL Rewards program (Goldie Bank).
- Filling in for the leadership team when needed.



Sports House Captains and Vice Captains

The house captains are responsible for leading their sporting house, attending and assisting at all sporting events across the school year. Their responsibilities include, but are not limited to:

- Being a positive role model to the student body.
- Coordinating activities such as house songs/chants and managing house teams.
- Assisting in the organisation of relay events at the swimming and athletics carnivals.
- Encouraging students to take pride in their house colours and encourage participation in sports events/activities.
- Maintaining the sports shed and equipment, which entails organising equipment for teachers and different sporting events.

School Captains and Leadership Team Criteria and Election Process

1. Only Year 5 students are eligible for a leadership role for the following year and must meet the published criteria before applying.
2. A minimum of 4 and a maximum of 8 leaders (including the boy and girl captain) are elected. The principal considers the total number of applications received when determining the number of school leader positions to be filled.
3. Students elected to a school leadership position will not be eligible for nomination in other leadership categories, e.g. house captains.
4. The Assistant Principal in charge of the school leadership process will address the Year 5 students who wish to apply. They will discuss the criteria, application and election process and leadership expectations. Students must attend this meeting to be considered, unless special circumstances have been discussed with the organising Assistant Principal prior to the scheduled time. At this meeting, students will be provided with a letter outlining the school leadership process and criteria.
5. Students who meet the eligibility criteria in Point 1 will be given time to write an application addressing the requirements of the position. Applications will be written at school and supervised by the organising Assistant Principal. Students will be given 2 hours to write their application.
6. The selection panel, including the Assistant Principal in charge of the leadership process and 2 other staff members, will meet to discuss the applications. Applicants who meet the criteria and have submitted a suitable application will be ranked and invited to attend an interview. Both



successful and unsuccessful applicants will be notified verbally and by a formal letter.

7. The selection panel will conduct individual interviews with the nominated applicants. Student responses will be evaluated and ranked by the selection panel, with successful applicants being invited to present a prepared speech to the student body. Both successful and unsuccessful applicants will be notified verbally and by a formal letter.
8. Speeches must be written at school and this will be supervised by the Assistant Principal in charge of the student leadership process. Students will be given 2 hours to write, refine and rehearse their speeches on a relevant leadership topic on the morning of the day they will present them to the school.
9. Speeches will be presented to classes to enable all staff and students to view. If an applicant is absent on the day due to illness or misadventure, they can negotiate with the organising Assistant Principal to prepare and present their speech on their return to school, only if doing so would not delay the leadership process timeline and disadvantage other applicants.
10. Students' names will be drawn from a container to determine the order they will present their speeches.
11. Ballot papers will be printed with candidate names next to their picture for easy identification and voting will take place immediately following the speeches.
12. All students from Years 2 to 6 are entitled to vote if they are present on Election Day.
13. All staff are entitled to vote in the election.
14. At each of the steps of the leadership process, (application, interviews and , prepared speech and voting) students will be ranked. The selection panel will collate the data to complete the final rankings.
15. The highest ranked boy and girl with the final endorsement of the Principal will become the school captains. The next ranked 2 – 6 candidates with the final endorsement of the Principal will form the rest of the leadership team, regardless of gender.
16. Successfully elected leaders and unsuccessful applicants will be notified by the Assistant Principal in charge of the leadership process, this will be accompanied by a formal letter.



17. Leaders will be presented with their badges at the school presentation ceremony.

PBL Student Leaders

1. All students who applied for a leadership role and progressed to the interview stage will be eligible for positions in the student PBL team. They will receive a letter offering them this opportunity.

House Captains Election Process

1. Early in term 1 of each year, the school will hold house meetings to elect the captains and vice captains of each sporting house.
2. Only students in Year 6 will be eligible to stand for the house leader positions. In the event that a Year 6 student is not willing or unavailable to stand for selection, a Year 5 student may be elected as either a captain or vice-captain.
3. Students nominating will be given an opportunity to give an impromptu speech to their house before students vote. All students in years 3 to 6 who are present on the day are entitled to vote.
4. Successfully elected house leaders and unsuccessful applicants will be notified by the Assistant Principal in charge of the leadership process. This will be accompanied by a formal letter.
5. House captains and vice captains will be presented with their badges at a nominated school assembly.

The responsibilities of school leaders include a variety of activities where students represent our school community in a number of public forums including at school events, on-site and off-site, and where there is likelihood that public speaking, photo and media, singing of the National Anthem etc. may be expected. These opportunities promote the school, its values and vision and parents should consider this when students are elected to school leadership positions and raise any possible restrictions to participation in these events such as permission to publish photos etc. at the beginning of the school year so that event planning can take these into account.

Complaints Procedures

Parents with complaints regarding implementation of the procedures set down in this document should discuss their concerns with the organising Assistant Principal in the first instance, although leadership decisions made by the school are final.