



KAREELA PUBLIC SCHOOL

PROMOTING EXCELLENCE AND LIFELONG LEARNING

Student Leadership Policy

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1. Rationale

At Kareela Public School, student leadership provides opportunities for student voice, the development of leadership skills and encourages active participation in the decision making processes. Our philosophy is to prepare our students to be future leaders in the community.

2. Aims

- To define the roles and responsibilities of the School Captains and Vice Captains
- To provide clear guidelines regarding the democratic selection process of electing the School Captains and Vice Captains

3. Guidelines

3.1 Roles and responsibilities of a student leader include:

- Be an ambassador for Kareela Public School to the community
- Represent the student body at official school functions
- Welcome and thank visitors to the school.
- Be a supportive and encouraging of all student's efforts
- Act as a role model to fellow students
- Work with the Assembly and Student Parliament teacher to present information at school assemblies to the school community
- Disseminate information to the student body and present awards at assembly
- Attend and lead Student Parliament Meetings once a week at lunchtime
- Work with the student leadership team to design and implement a project to enhance an aspect of the school
- Assist with Extra-Curricular school activities as required, for example Year 6 Mini Fete and annual fundraisers
- Support fellow student leaders and assist with the induction of new students
- Commitment to completing missed classwork due to leadership roles in a positive manner

3.2 Skills required of a student leader:

- demonstrated leadership qualities including modelling positive behaviour and exemplary standard of adherence to school values
- Effective communication and public speaking skills
- Capacity to work with others in order to enthuse, motivate and support groups of students
- involvement in the life of the school
- excellent attendance record

- commitment towards achieving the highest standards of engagement in learning

3.3 - Distribution of Student Leadership

- School Captains automatically become Student Council members.
- School Captains and Vice Captains are not eligible to be elected as a House Captain, E-Team Representative, DigiKid or Library Monitor.

3.4 - Criteria for retention of position

- A School Captain or Vice Captain may be removed from office by the Principal if he/she fails to consistently maintain the roles and responsibilities or skills of a student leader as outlined within this policy.

3.5 - Student Leadership Committee

- The Student Leadership Committee is led by the Stage 3 Assistant Principal with a team of staff representatives from each teaching cohort. That is: Stage 2, Stage 1, Early Stage One, Ancillary and Support Staff.

4. Procedures

The Student Leadership selection process commences in Term 3 of Year 5. These processes are implemented to determine one male School Captain, one female School Captain, two male Vice Captains and two female Vice-Captains from the Year 5 cohort, in preparation to fulfill their leadership roles in the following Year 6 academic year. The election process follows the timeline below and comprises the following steps:

4.1 - Application and Permission (Term 3/Week 10)

All interested Year 5 students are provided with an application form by the committee leader (Appendix One: Application for Student Leadership). At this stage of the process, the roles, responsibilities and expectations of being a student leader are discussed and clarified.

4.2 - Nomination (Term 4/Week One)

The Nomination for Student Leadership Form is distributed to each child at the same time, after a signed Application for Student Leadership Form has been provided and after the application closing date. The Nomination Form further:

- states the roles and responsibilities
- lists the expected personal attributes

- confirms parental support and consent
- states the closing date for all applications

Nomination forms must be completed *independently* by each child and returned by the due date provided. No late nomination forms are accepted.

4.3 - Short List Procedures (Term 4/Week 3-4)

Each nomination form is reviewed by current teaching staff in line with the Roles and Responsibilities, and Skills Required of a Student Leader as outlined in this policy. Candidate responses are further reviewed for accuracy and endorsement by school staff during a Short List Review Meeting, led by the Student Leadership Committee. An anonymous preferential voting procedure is implemented to determine the highest ranking eight male and highest ranking eight female candidates. Short-listed candidates are notified by the school principal.

4.4 - Candidate Speeches and Voting (Term 4/Week 6-8)

Short-listed students present the five intentions of leadership outlined on their Nomination Form at a whole school assembly. This is a closed assembly for school staff and K-6 student attendance only. Following the candidate speeches, a representative of the Student Leadership Committee will discuss with students the need to choose the best person for the position. Students will be encouraged to consider each candidate's leadership qualities and attributes. This will be reinforced by each class teacher supervising student voting procedures. Staff and Year 2-6 student votes together decide the School Captains and Vice Captains. An anonymous preferential voting procedure is implemented to identify the three highest ranking male candidates and the three highest ranking female candidates. Kindergarten and Year 1 students complete a mock-vote solely for the purpose of actively learning the process in preparation for Year 2. Kindergarten and Year One student votes are not included in the vote count. The Student Leadership Committee will count the votes.

4.5 - Induction (Term Four/Week 10)

Announcement of the exact position of either School Captain (Prime Minister) or Vice Captain (Ministerial Cabinet) will be announced at the School Presentation Day. School Captains and Vice Captains will receive a badge to be worn each day for the duration of their appointment.

4.6 - Announcement and Publication

Students who fall in the final six will be announced at the following school assembly and published on the school's Facebook page. Acknowledgement will also be published in the school newsletter and on the school's website.

5. Related Policies

- 5.1 - Student Parliament Policy
- 5.2 - Sports House Captains Policy
- 5.3 - School Assemblies Policy

6. Policy Review

6.1 This policy was last reviewed February, 2022 and is due to be revised in February, 2024.

7.1 Appendix One: Application and Permission

Student Parliament Leadership Team **XXXX** - Application and Permission

Dear Parents,

Students in Year 5 are invited to apply for a position on the Student Parliament Leadership Team in **XXXX**. Students may nominate for the opportunity to run for the position of **School Captain (Prime Minister)**.

The election process comprises the following steps:

Application

Return of the attached Application for Student Leadership, confirming parent consent and requesting a nomination form. Applications close this **XXXXXXXXXXXXXXXXXX**. The application process involves discussing the role and the election process with your child as outlined in this letter, and signing the form below. Nomination forms will be distributed on Friday when applications are handed in.

Nomination

Submission of the completed Nomination for Student Leadership is to be handed to Miss Greenup by **XXXXXXXXXX**. Please note that under the schools Student Leadership Policy, late nomination forms can not be accepted.

Short List Process

The nominations are reviewed by a staff panel and a short-list is determined. Short-listed candidates are notified by Miss Greenup on **XXXXXXXXXX**. Each candidate is then required to write and present a leadership speech to a virtual whole school assembly on **XXXXXXXXXX**.

Candidate Speeches and Voting

Following the nominations speeches assembly, all students and teachers will vote with the numbers 1, 2 and 3 placed against the students of their choice. One male and one female School Captain (Prime Minister) and two male and female Vice Captains (Ministerial Cabinet) are identified using a preferential voting system. Students who fall in the final six will be announced at the following school assembly, e-alert and Facebook on

Induction

Announcement of the exact position of either School Captain (Prime Minister) or Vice Captain (Ministerial Cabinet positions) will be announced at the School Presentation Day. Information about this event will be provided next term.

Should there be any further questions, please contact _____ via the school email.

Kind regards,

(Assistant Principal)

Summary of Important Dates for Nominees:

Week 10		Applications forms provided to all Year 5 students
Week 10		Applications CLOSE
Week 1		Nomination form due
Week 4		Short-listed students are notified
Week 6		Candidate speeches and voting
Week 8		Final six announced at whole school assembly
Week 9		Captains and Vice Captains announced at Presentation Day

Roles and Responsibilities of a Student Leader

- Be an ambassador for Kareela Public School to the community
- Be supportive and encouraging of all student's efforts
- Act as a role model to fellow students
- Work with the Assembly and Student Parliament teacher to present information at school assemblies to the school community
- Help to present awards at assembly
- Attend and lead Student Parliament Meetings once a week at lunchtime
- Work with the student leadership team to design and implement a project to enhance an aspect of the school
- Assist with Extra-Curricular school activities as required, for example Year 6 Mini Fete and annual fundraisers
- Support fellow student leaders
- Commitment to completing missed classwork due to leadership roles in a positive manner.

Skills required of a Student Leader

- A candidate applying for School Captain will have demonstrated:
- An exemplary standard of adherence to school values, effective communication and public speaking skills and the capacity to work with others in order to enthuse, motivate and support groups of students.

Application for Student Parliament Leadership Team XXXX

Please return the cut-off slip below to Miss Greenup in order to receive a NOMINATION FORM.

Applications CLOSE on XXXXXXXXXXXX.

I wish my child to receive a **Nomination Form** for the XXXX Student Parliament Leadership Team XXXX:

Student's Full Name: _____ Class: _____

Parent Signature: _____ Date: _____

Appendix Two: Nomination Form

School Leadership - Nomination Form

Student name: _____ Class: _____

Please list under the headings below.

I have represented the school and/or participated in the wider community at:

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I have demonstrated school leadership by:

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I have upheld the school's values in the following ways:

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NOTE: If successful in proceeding to the short-list round, the answers to the following questions will form your election speech.

As a school leader at Kareela Public School in ~~XXXX~~ I would:

1.

2.

3.

4.

5.

Is there anything else that you would like to add (Optional):