



## Student Leaders Policy

### Background

At Huntingdale Primary School the development of leadership skills in a supportive environment is paramount. Having effective student leadership supports the development of responsible behaviours, a positive school tone and encourages students to role model the school values of Kindness, Courage, Personal Best and Creativity. It also gives students voice in the school and a means to give feedback on a range of issues. There are a variety of student leadership opportunities that are offered at the school.

### Purpose

To ensure Huntingdale Primary School:

- Gives students opportunities to develop leadership skills.
- Gives opportunities for student voice and agency in the school.
- Encourages student leaders to model responsible behaviours and support the development of a positive school climate.
- Encourages students to act in accordance with and model the school values of Kindness, Courage, Personal Best and Creativity

### Implementation

- The Principal has the overall responsibility of implementing this policy.
- The Principal will delegate as part of yearly roles and responsibilities, staff member/s to coordinate student leaders, assembly and the Student Leadership Council (SLC)

### Leadership Roles

- The number of student leadership roles offered annually will be decided by the Principal and Staff taking into account the number of students in Year 6 and the gender balance in each given year. This could mean a reduction/change in the number of student leadership positions where there are smaller or larger numbers of students who can potentially undertake a leadership role. Roles offered annually could include:
  - School Captains
  - House Captains
  - Environment Captains
  - Multimedia Captains
  - Community Captains
  - Student Representative Council
  - Specific Year 6 leadership roles e.g. yard duty bags, flag monitors, recycling, bike stand, assembly set up.
- The number of leadership roles offered will be communicated to students in advance in order that they might prepare their candidacy for the role.



### Process

- In the selection process the Principal has the final say regarding any potential leadership positions.
- Any queries or concerns about any student leadership process should be directed to the Principal.

### Year 6 Captaincy Roles

- The major Year 6 captaincy roles e.g. School, House, Environment, Multimedia and Community Captains will be assigned in Term 4 prior to the school year.
- Students in Grade 6 will nominate for a position/s they are interested in.
- Candidates will write and present a speech to the Principal, Assistant Principal, Year 5/6 Teachers and Year 4/5 students (as they will be the 5/6 cohort the following year).
- Student voting will occur after the speeches and be collected by the teachers.
- The Principal Team and Year 5/6 Teachers will peruse the results, discuss the suitability of students to each role and allocate roles accordingly. Where students have nominated for more than one role, teachers may discuss with the student individually which role they would prefer.
- Successful candidates will be notified of the outcome at meeting to be determined by the Principal. They will also be given a roles and responsibilities statement to be signed by the student and parents. (Appendix 1)
- A formal presentation of badges will be made at an assembly the following year.
- All Year 6 Leaders will undertake a Leadership course devised by the school. This will be run in Term 1 by the Assistant Principal and/or another member of staff. The course may look at themes such as qualities of a good leader, public speaking, initiative, school values, Play is the Way Virtues and role modelling (and any other themes relevant at the time). This will usually occur during class time.
- Student Leaders may have to attend lunchtime meetings during the year as determined by the teacher coordinating Student Leaders.

### Year 6 Leadership Roles:

- The types, timing and number of leadership roles will be determined by school each year.
- Students will express interest in taking on specific roles.
- Senior school teachers in conjunction with the Principal Team will allocate roles based on the interests of students and number of positions.
- Students will be informed of their leadership role at a Year 5/6 Meeting.
- Students will be presented with their badges at an assembly in Term 1.

### Student Leadership Council:

- Nominations for the SLC will be called for in Term 1 of the new school year.
- There will be two representatives from each class in Grade 2-6. In extraordinary circumstances there may be more or less candidates from each class.
- Students in Grade 2-6 can nominate to be a candidate for the Student Leadership Council.
- Candidates will make a speech to their class.
- The class will then vote.
- The classroom teacher will inform the Principal of the outcome of the vote.
- The Principal and Leadership Team will confirm the SLC members and communicate this to each class.
- Students will be presented with their badges at an assembly in Term 1.
- SLC meetings will occur once a week for half of lunchtime.



**Expectations**

- All student leaders are expected to be a role model for positive behaviours and the school values. They will act in accordance with relevant school expectations such as the wearing of correct school uniform and being at school on time.
- It is important to note that if a successful applicant is unable to uphold our school virtues or demonstrate our school values their position may be suspended or terminated. This will be handled at the discretion of the Principal.

**Evaluation**

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

**Certification**

This policy was endorsed by School Council at the meeting held on 15 August 2017.

Signed.....

**Principal**

Signed.....

**School Council President**



## School Captain Agreement

### AIM:

- To lead Huntingdale Primary School students
- To be a positive role model for Huntingdale Primary School following the 'Play is the Way' virtues and bilingual education

### Specific Responsibilities may include:

- Be a member of Junior School Council
- Present to School Council at least twice a year
- Write a newsletter article per month about happenings in the school
- Chair meetings of other school leaders to provide student voice in the school
- Meet and liaise with the teachers responsible for the Captains, communicate issues and identify how they can be dealt with
- Liaise with captains to ensure they are meeting their responsibilities
- Speak at Children's Assembly and other formal gathering and events as required
- Assist with award presentations at Children's Assembly
- Take visitors on tours of the school
- Give Welcome speeches to groups of visitors
- Represent the school at special events

As a Captain, I agree to demonstrate the Building Blocks of Leadership.

### Responsibility:

- Be proactive and use my initiative to ensure that the learning projects are successful
- Do what I say I'm going to do
- Be accountable for my choices at all times

### Organisation:

- Be prepared for meetings, activities and presentations
- Keep all relevant paperwork in a folder

### Teamwork

- Guide and encourage all students at meetings
- Work together with my fellow Captains

### Presentation Skills

- Speak clearly at all times
- Make eye contact with my audience and show confidence

I understand and accept the above responsibilities and expectations of the role of Captain. I agree to accept the consequences for failure to carry out these responsibilities.

Captain Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_



## House Captain Agreement 2017

### AIM:

- To be a positive role model for Huntingdale Primary School according to the 'Play is the Way' virtues and bilingual education
- To lead the houses at events.
- To run lunch-time activities for all students

### Specific Responsibilities may include:

- Introduce and thank sports people who come into the school e.g. Hot Shots Tennis, Basketball Clinics
- Write a sports report for the newsletter
- Take the soccer goals to the oval at the beginning of the day and return them at the end of the day
- Liaise with teachers responsible for the House Captains
- Develop and implement a regular weekly lunchtime activity in conjunction with the sports teacher
- Run house meetings prior to House Cross Country and Athletics.
- Run a meeting of their house each term for the whole school e.g. lunch
- Participate in meetings of other school leaders to provide student voice in the school

### House Points

- Each Monday collect and collate house points, write the totals on the sheet and put up poster to display
- At lunch eating time -1.30 make an announcement on the PA about the house points score for this week

### Assembly Sports Report

- Each Monday house captains on a rotational basis will complete a sports report. This report could include some of the following:
  - Results of interschool sports
  - Results of major sports competitions that the school has participated in e.g. Athletics, Swimming, Cross Country and presenting the flags to the school
  - Major sports events/results happening around the world e.g. World Cup Soccer, AFL Finals
  - Sports happening in different year levels of the school
  - Individual sports achievements from students outside of the school e.g. winning a medal
  - Any Sports reminders/announcements



As a Captain, I agree to demonstrate the Building Blocks of Leadership.

**Responsibility:**

- Be proactive and use my initiative to ensure that the House Team projects are successful
- Do what I say I'm going to do
- Be accountable for my choices at all times

**Organisation:**

- Be prepared for meetings, activities and presentations
- Keep all relevant paperwork in a folder

**Teamwork**

- Guide and encourage all students at House meetings
- Work together with my fellow House Captains

**Presentation Skills**

- Speak clearly at all times
- Make eye contact with my audience and show confidence

I understand and accept the above responsibilities and expectations of the role of House Captain. I agree to accept the consequences for failure to carry out these responsibilities.

Captain Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_



## Community Captain Agreement

### AIM:

- To be a positive role model for Huntingdale Primary School following the 'Play is the Way' virtues and bilingual education
- To develop positive partnerships with the local community and engage the school community
- To raise the profile of student voice in the school

### Specific Responsibilities may include:

- Lead Junior School Council with teacher responsible
- Set up assembly in conjunction with the Multimedia Captains
- Chair meetings of other school leaders to provide student voice in the school
- Meet with Principal, Assistant Principal and School Captains to provide student voice on school matters
- Develop, implement and promote whole school events in conjunction with the teachers responsible for events e.g. JSC events, Nihongo Sports Night, Christmas Concert, Fundraising events
- Complete a report for the school newsletter
- Act as leaders and mentors during recess and lunchtimes e.g. sorting out disputes
- Distribute and return key items such as sand pit toys, yard duty bags, community notice board, flags, etc.
- Represent the school at special events

As a Captain, I agree to demonstrate the Building Blocks of Leadership.

### Responsibility:

- Be proactive and use my initiative to ensure that the learning projects are successful
- Do what I say I'm going to do
- Be accountable for my choices at all times

### Organisation:

- Be prepared for meetings, activities and presentations
- Keep all relevant paperwork in a folder

### Teamwork

- Guide and encourage all students
- Work together with my fellow Captains

### Presentation Skills

- Speak clearly at all times
- Make eye contact with my audience and show confidence

I understand and accept the above responsibilities and expectations of the role of Community Captain. I agree to accept the consequences for failure to carry out these responsibilities.

Captain Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_



## Environment Captain Agreement 2017

### AIM:

- To be a positive role model for Huntingdale Primary School following the 'Play is the Way' virtues and bilingual education.
- To develop positive partnerships with the local community and engage the school community
- To raise the profile of environmental awareness in the school

### Specific Responsibilities may include:

- Meet and Liaise with teacher responsible for the environment and the Grounds Committee
- Implement recycling and composting in the school
- Organise environment events in the school
- Promote environmental events at assembly
- Help maintain the school veggie patches
- Represent the school at special environment events
- Meet with Principal, Assistant Principal and School Captains to provide student voice on school matters
- Prepare updates for the newsletter

As a Captain, I agree to demonstrate the Building Blocks of Leadership.

### Responsibility:

- Be proactive and use my initiative to ensure that the learning projects are successful
- Do what I say I'm going to do
- Be accountable for my choices at all times

### Organisation:

- Be prepared for meetings, activities and presentations
- Keep all relevant paperwork in a folder

### Teamwork

- Guide and encourage all students
- Work together with my fellow Captains

### Presentation Skills

- Speak clearly at all times
- Make eye contact with my audience and show confidence

I understand and accept the above responsibilities and expectations of the role of Community Captain. I agree to accept the consequences for failure to carry out these responsibilities.

Captain Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_





## Multimedia Captain Agreement 2017

### AIM:

- To be a positive role model for Huntingdale Primary School following the 'Play is the Way' virtues and bilingual education.
- To raise the profile of e-Smart, ICT, Music and Art in the school.

### Specific Responsibilities may include:

- Set up assembly in conjunction with the Community Captains and MC Children's Assembly
- Promote Arts and Multimedia events e.g. Art Shows, Production, e-Smart Week
- Liaise with teacher responsible for the Multimedia Captains
- Organise multimedia events in the school e.g. Coding Club, Lego Club, displaying art work etc.
- Report any breaches of ICT rules, broken multimedia equipment etc.
- Meet with Principal, Assistant Principal and School Captains to provide student voice on school matters
- Prepare updates for the newsletter
- Represent the school at special multimedia events

As a Captain, I agree to demonstrate the Building Blocks of Leadership.

### Responsibility:

- Be proactive and use my initiative to ensure that the learning projects are successful
- Do what I say I'm going to do
- Be accountable for my choices at all times

### Organisation:

- Be prepared for meetings, activities and presentations
- Keep all relevant paperwork in a folder

### Teamwork

- Guide and encourage all students at meetings
- Work together with my fellow Captains

### Presentation Skills

- Speak clearly at all times
- Make eye contact with my audience and show confidence

I understand and accept the above responsibilities and expectations of the role of Arts Captain. I agree to accept the consequences for failure to carry out these responsibilities.

Captain Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_