

Student Leaders Policy

Background

At Huntingdale Primary School the development of student leadership skills in a supportive environment is paramount in maximising student voice and agency and promoting a positive school climate. A variety of student leadership opportunities are offered at the school.



Help for non-English Speakers.

If you need help to understand the information in this policy, please contact the school office.

Purpose

To ensure Huntingdale Primary School:

- Gives students opportunities to develop leadership skills.
- Encourages students to act in accordance with and model the school values of Kindness, Courage, Personal Best and Creativity.
- Maintains the DE values of leadership, respect, responsiveness, human rights, integrity, impartiality and accountability.

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
 - Sustainability Captains
 - Multimedia Captains
 - Community Captains
 - Taiko Captain
 - Senior Choir Captain
 - Student Representative Council
 - Specific Year 6 leadership roles e.g., yard duty bags, flag monitors, recycling, bike stand, assembly set up, lunchtime club leaders, photography, library



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, Sustainability, Multimedia and Community Captains will be assigned in Term 4 prior to the school year.
- Taiko and Choir Captains will be assigned early in the school year once the groups have been determined.
- The Principal Team will meet with all Year 5 students to discuss the roles/responsibilities of school captains, the behaviour expectations and process.
- A letter to the Year 5 students will be given to them about the specific guidelines (see Appendix 1)
- Students in Grade 5 will nominate for a position/s they are interested in choosing a maximum of two roles to run for. They should think about their interests and behaviours of each role. For example, House Captains should demonstrate a history of being a good sport, Sustainability Captains should have some interest in the environment.
- Candidates will plan and present a 90 second speech in front of the Year 4-5 student body.
- Please note that students cannot create promotional materials such as badges, flyers, posters etc. to campaign for captains' positions, in the interests of equity for all students (e.g., some students may not have the means to do this, over competitiveness)
- Student voting will occur after the speeches have been completed and be collected by the teachers.
- The Principal Team and Year and relevant teachers (classroom teachers/specialists) will collate and 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 will look at overall balance and may discuss with the student individually which role they would prefer.
- Successful candidates will be notified of the outcome at a 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 2)
- A formal presentation of badges will be made at an assembly the following year.
- All Year 6 Captains will undertake a Leadership development course. The organisation and composition of this will be determined by the principal and will occur at school during school time.
- Captains may have to attend lunchtime meetings during the year as part of their role.

Year 6 Leadership Roles:

- The types and number of leadership roles will be determined by school each year.
- Students will express interest with the classroom teachers in taking on specific roles.
- The 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 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.
- Students will be presented with their badges at an assembly in Term 1.
- SLC meetings will occur during lunchtimes. The frequency of these will depend on the events being organised at the time.

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 good attendance.
- Leaders will introduce themselves at an assembly at the start of the year.
- During the 'Creating Our Learning Community' (COLC) unit in Term 1, Student Leaders will visit each class to introduce themselves and provide visibility for all students.
- Student Leaders may be invited to School Council to present.
- School Leaders are expected to share their experiences to younger students who may be prospective school leaders in future years.
- 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.
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Policy Review and Approval

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

Policy reviews	July 2017 July 2020 October 2023- Consultative Committee + Education & Future Directions (noting)
Approved by	Principal
Next scheduled review date	October 2026



Appendix 1- Letter to Year 5 Students

Dear Year 5 Students

It is time to plan and prepare for your Captains speech. Below is a list of details:

Roles

- School
- House (Honshu, Kyushu, Hokkaido, Shikoku)
- Multimedia
- Community
- Sustainability

You may choose to run for two roles only.



Format & Organization

- You will plan a 90 second speech which will be presented to the Year 4/5 cohort. Students will then vote.
- The Principal Team and relevant teachers (including classroom teachers and specialists) will collect, collate and peruse the results and discuss the suitability of students to each role and allocate roles accordingly. Where students have nominated for more than one role, teachers will look at overall balance and may discuss with the student individually which role they would prefer.

Expectations & Tips

Speeches:

- Need to be bilingual and ideally have an equal amount of English and Japanese.
- Should be persuasive in style where you are trying to convince the audience that you are the best candidate.
- Must be less than 90 seconds. You will be asked to stop if your speech goes over this time.
- Must state your name and the positions you are running for CLEARLY.
- Could include school values, Play is the Way behaviours, achievements or your capabilities as a person.

Please note

No promotional material is allowed, including badges, posters or gifts in the interests of equity for everyone.

What we look for in our candidates

- Confident and interesting speeches with an equal mix of English and Japanese.
- Positive attitudes and participation in the school community.
- Able to take high levels of responsibility and organisation skills.
- Being flexible with all types of tasks and expectations.

Timeline

- The date of the speeches is {insert date}
- We suggest that you draft your work, revise, and edit and practise your speech in front of your family.

Finally

- We wish you all the best with the process.
- There are limited numbers of captain's positions but there will be other opportunities such as a leadership role or member of the Student Leadership Council.
- You must be prepared with your reaction if you gain a position or miss out.
- Please be supportive of all your classmates.
- You will participate in a leadership course to prepare you for your role.

If you have any questions, please ask your teacher.



School Captain Agreement

Aim

- To lead Huntingdale Primary School students.
- To be a positive role model, following school norms and promoting bilingual education.

Specific Responsibilities may include:

- Present to School Council as needed.
- Meet and liaise with the teachers responsible for the captains and communicate issues.
- Speak at Assembly and other formal gathering and events as required.
- Coordinate the award presentations at assembly.
- Give welcome speeches to groups of visitors.
- Represent the school at special events.
- Assist with fundraising events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- Be a positive role model in sports activities.

Specific Responsibilities may include:

- Introduce and thank sports people who come into the school.
- Liaise with teachers responsible for the House Captains.
- Develop and implement a regular weekly lunchtime activity in conjunction with the sports teacher.
- 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.
- Collect and collate house points as required e.g., cross country event, athletics.
- Help with Undokai.
- Do assembly reports each term about sporting events.
- Assist with fundraising events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Community Captain Agreement

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of student voice in the school.

Specific Responsibilities may include:

- Lead the Student Leadership Council with teacher responsible.
- 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., SLC events, Christmas Concert, Fundraising events.
- Represent the school at special events.
- Assist with fundraising events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Sustainability Captain Agreement

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of environmental awareness in the school.

Specific Responsibilities may include:

- Meet and liaise with teacher responsible for the sustainability.
- Implement recycling and composting in the school.
- Organise and promote sustainability events in the school.
- Help maintain the school garden beds.
- Represent the school at special sustainability events.
- Assist with fundraising events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Multimedia Captain Agreement

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of e-Smart, ICT and The Arts- Music, Visual Art and Drama in the school.

Specific Responsibilities may include:

- Set up and MC School Assembly.
- Promote Arts and Multimedia events e.g., Art Shows, Production, e-Smart Week
- Liaise with teacher responsible for the Multimedia Captains.
- Liaise with the Principal Team to organise multimedia events/clubs in the school e.g., Coding Club, Lego Club, displaying artwork etc.
- Report any breaches of ICT rules, broken multimedia equipment etc.
- Represent the school at special multimedia events.
- Assist with fundraising events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Taiko Captain Agreement

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of Taiko in the school.

Specific Responsibilities may include:

- Introduce the Taiko group at assembly at the start of the year.
- Give assembly reports about performances.
- Be able to introduce the Taiko Group at the start of performances.
- Be a mentor to younger children in the group.
- Help set up and pack up Taiko drums.
- Representing the school at Taiko events.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant information.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Senior Choir Captain Agreement

AIM:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of Senior Choir in the school.

Specific Responsibilities may include:

- Introduce the Senior Choir at assembly at the start of the year.
- Give assembly reports about performances.
- Be able to introduce the Senior Choir at the start of performances.
- Be a mentor to younger children in the group.

As a Captain, I agree to demonstrate:

Responsibility:

- Be proactive and use my initiative to ensure that 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 track of all relevant paperwork.

Teamwork

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

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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:



Student Leadership Council (SLC) Agreement

Aim:

- To be a positive role model, following school norms and promoting bilingual education.
- To raise the profile of SLC in the school.

Specific Responsibilities may include:

- Introduce yourself at assembly at the start of the year.
- Attend all SLC Meetings.
- Be the voice for students in your class and bring their ideas, as well as your own to meetings.
- Organise fundraising and school events.
- Complete any activities in between meetings you have been asked e.g., gathering ideas from your classmates, making posters, preparing speeches.
- Give reports about SLC events/initiatives at assembly.
- Be a mentor to younger children in the group.
- Meet with Principal, Assistant Principal and SLC teacher to provide student voice on matters relating to the SLC and school.
- Assist with fundraising events.

As a member of the SLC, I agree to demonstrate:

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.

Teamwork

- Guide and encourage all students at meetings.
- Work together with my fellow SLC members.

Presentation Skills

- Be prepared to speak publicly in English and Japanese.

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: