



KANWAL PUBLIC SCHOOL

STUDENT LEADERSHIP PROCEDURES

Rationale

Student leadership provides an opportunity for students to actively participate in the decision-making processes at our school. Students are encouraged to take on leadership roles in an endeavour to increase their own leadership skills, act as effective role models for the student body and offer responsible service to their school and peers.

Aims

- To provide opportunities for students to play a significant and effective role in the decision making processes of our school.
- To provide an opportunity for students to become skilled in all aspects of leadership.
- To ensure that student leaders are positive role models for other students.
- To provide a democratic forum where all students are represented by a peer leader.
- To demonstrate and uphold the school's values.

Implementation

- A ***Student Leadership Team*** will be established consisting of:
 - two school captains and eight prefects from Year 6;
 - eight house captains.
- The ***Student Leadership Team*** will be provided with staff members to act as coordinators and mentors.
 - Captains and prefects: Nominated teacher, Assistant Principal & Principal
 - House captains: Sports coordinator/s
- All students in Year 6 will be provided with opportunities to lead or participate in various committees such as the Canteen Committee and the Fundraising Committee.

School Captains and Prefects Election Procedures

Timeline

| Term | Week | Procedure: Prefects & Captains |
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| 1 | 1/2 | <p>Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy. Criteria listed below.</p> <p>Students can be nominated if they fulfil the following criteria: Demonstrating our school rules – Be Safe, Respectful and Responsible- by:</p> <ul style="list-style-type: none"> • Displaying good leadership skills; • Demonstrating expected behaviour of Kanwal students; • Wearing full school uniform at all times and worn appropriately; • Showing a willingness to assist at all times; • Being a role model in the classroom, playground and when representing the school; • Taking responsibility for their actions; • Behaving in a safe manner; • Showing respect; and • Participating in school events. |
| 1 | 1-10 | <p>Inform Year 5 parents of eligibility criteria for leadership nomination.</p> <p>Year 6 students complete part 2 of The Young Leaders Program</p> <ul style="list-style-type: none"> • PART 2 – Public Leadership is made up of four one hour sessions and one 30 minute session. These sessions are aimed at students in their final year of primary school. This part of the program revises the behaviours of the four building blocks of leadership. It prepares students for leadership in a more public or group sense. <p>Elected students complete part 3 of The Young Leaders Program</p> <ul style="list-style-type: none"> • PART 3 – An Induction Program is made up of two sessions. The purpose is to prepare elected students for their positions of leadership and to provide them with a greater understanding of leadership in general. |
| 4 | 1-4 | <p>Remind Year 5 students of criteria for leadership eligibility.</p> <p>Year 5 students complete part 1 of The Young Leaders Program:</p> <ul style="list-style-type: none"> • PART 1 – Personal Leadership is made up of six sessions. These sessions are aimed at students in their second last year of primary school. This part of the program develops personal leadership skills where students learn the behaviours of being a great role model. |
| 4 | 4 - 5 | <p>Interested Year 5 students and current captains meet as a collective group in the hall. Students are reminded of the criteria for students who can nominate to stand for election. Current captains and prefects explain from their first-hand experience the requirements of the role.</p> <ul style="list-style-type: none"> ▪ Students who are interested nominate themselves. Names are collected and behaviour records are checked. The School Executive and staff will consider all applications and view all evidence. ▪ Nominated students meet with staff member to review expectations of the role. ▪ Should numbers of nominated students exceed 20 a pre-selection process will occur (Process: Year 5 preferential voting for leadership candidates with up to three choices) |
| 4 | 5 | <p>Candidates standing for election are announced at the 3-6 Assembly.</p> |
| 4 | 7 | <p>Students are to present a speech at a 3-5 Assembly. Each student is given a 2 minute restriction. On nominated election day, prefect candidates prepare a speech at school from 9:00 am – 10:00 am. Year 6 students will mentor students during the speech preparation. Students will be given two areas to address in their speech (see attachment A).</p> <p>Speeches are presented to Years 3-5 from 10:00 am.</p> <p>Leadership Elections: Students in Years 3-5 will vote. Students will tick two choices. Ten students with the most votes will be elected. In the case of a tie more students may be elected. Students in attendance on this day are eligible to vote. Student photos and names will be included on voting sheets.</p> |
| 4 | 9 | <p>Candidates informed by principal as to whether they are successful or not in gaining a leadership position. If the child is away they will be informed the following morning.</p> <p>The leadership team will be announced at the 3-6 school assembly. They are expected to sign the Leadership Contract (See attachment B Leadership Contract). New prefects will be presented to the school at a morning assembly.</p> |

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| 4 | 10 | <p>The Captains will be announced at the Presentation Day assembly. Captains and Prefects will be represented by a girl and a boy captain. They will be presented with their badge and take the pledge.</p> <p>Leadership pledge: <i>We promise that we will fulfill our duties to the best of our ability.</i> <i>We promise that we will represent the school with honour, courtesy and pride and that we will do all we can to make sure that our school is a happy, friendly and safe place in which to live and learn. We will be respectful and responsible leaders.</i></p> |
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House Captain Election Process

- Nomination process – to be held early Term 1.
- Interested Year 6 students will self- nominate during a house meeting. Remind students to consider the following qualities when voting:
 - involvement in school sporting programs and school sporting representation;
 - upholding the school values; and
 - leadership in upholding the school’s Code of Conduct for sport
- Students elected as School captains and prefects will not be eligible to stand for nomination.
- Students in Years **5 & 6** will vote for house captains by a show of hands (this will be a secret vote with no students including nominees observing the show of hands).
- Sport captains will be presented at the 3-6 assembly Term 1 week 3

Student Leadership Procedure Review and Ratification

Evaluation: This policy will be reviewed at the end of 2019.

This policy was ratified by the Parents’ and Citizens’ Association on 8 September 2016

This policy was ratified by the school staff and executive on 1 September 2016

Procedures reviewed by executive on 7 December 2016.

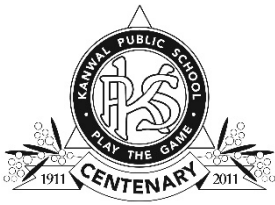
Procedures reviewed by staff on 16 November 2017. More than 20 Year 5 students can present their speech.

The procedures were reviewed by staff on 30 November 2017. Captain positions to go to students with the highest number of votes regardless of gender. Exception for 2018 to have 10 prefects instead of 8.

Suggestions for Prefect Speech Questions

(Selection of 2 each year)

1. Describe the ways that you are an exemplary role model. (Include behaviour and uniform.)
2. What does the prefect role involve?
3. How do you demonstrate leadership, including reliability, responsibility and initiative?
4. What skills and experiences do you have that will help you be effective in a leadership role?
5. What would you tell a visitor about Kanwal Public School?
6. What things have you done in the past that would help you in this role?
7. How do you see the values and expectations of our school incorporated into how you will do this job?
8. Why do you think the job of prefect is important to our school and to you personally?
9. In what ways are you a role model to which younger pupils can aspire?
10. What makes you proud to be a student of Kanwal Public School?



Kanwal Public School

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(insert date)

School Captains, Prefects and House Captains

Dear Parents/Carers,

Congratulations. Your child has been elected as a student leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

Role Description:

- Provide a positive role model and leadership to the student body.
- An ambassador for the student body at school and in the community.
- Actively participate in school assembly programs.
- Encourage students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.

Essential Criteria:

- Ability to speak confidently in public.
- Demonstrated ability to maintain high standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by:
 - 1) Wearing correct school uniform at all times.
 - 2) Following school expectations.
 - 3) Participating in a number of school activities.
 - 4) Showing trustworthiness, courtesy, reliability, respect and helpfulness.

Agreement:

Elected captains and prefects agree to relinquish their position and badge if in breach of school expectations, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Angela Crowe
Principal

(please detach & return)

School Captains, Prefects and House Captains

I, _____ (student name), have read and understand the role description, essential criteria and agreement required to hold the position of a captain, prefect or house captain at Kanwal Public School and agree to fulfill my duties as required.

Student signature: _____ Date: _____

Parent signature: _____ Date: _____