

Hobartville
Public School

SUCCESS WITH HONOUR



Student Leadership Procedures

November 2023

Student Leadership Procedures

These procedures are a framework to provide student leadership opportunities at Hobartville Public School. We want our students to develop their confidence, courage in the face of difficulty, commitment, and responsibility.

Every student has the opportunity to lead, we encourage students to take the initiative and strive to represent their school.

Although student leadership positions are available, we rely on all of our older students to take their responsibilities seriously and continue to make our school a great place to learn and play. Leadership skill development is a focus for all students in our curriculum with activities that allow them to practice communication, cooperation, problem solving, time management, self-reliance and teamwork.

Audience and applicability

The principal of Hobartville Public School or delegate is responsible for implementing this procedure. Actions and responsibilities of staff are guided by these procedures.

Changes since previous update

Last updated	Description of changes	Approved by
November 2023	Initial publish	Principal and P&C

Roles and responsibilities

Principal and delegated executive:

- Endorse the policy.
- Implement the policy.
- Review the policy yearly and update as required.

Overview

These procedures develop student leadership capacity in a supportive school environment.

They provide a mechanism for students to assist in strengthening the school and its community, and to serve as inspiration to other students to strive for leadership.

These yearly procedures allow the opportunity for development of personal strength, commitment, leadership, initiative and responsibility.

School Captaincy and Prefect Procedure

Nominations process

Term 4 - Week's 3 & 4

1. Current School Captains and Stage 3 teachers will speak with all Year 5 students about the role and the responsibilities of leadership positions.
2. Students nominating will fill in an application form, outlining why they would be suitable for the position. One nomination per student will be accepted. The nominating student must have their nomination seconded by one of their peers in Year 5.
3. Nominations submitted to the Stage 3 Assistant Principal for review.
4. Students in Year 5 vote for their top FOUR candidates according to leadership ability.
5. Stage 3 Assistant Principal considers votes with Stage 3 teachers and selects a maximum of 12 students who will go through to the final round of voting. These students will be asked to prepare speeches to present at a whole-school assembly in Term 4 Week 6.
6. The responsibilities and opportunities attached to each leadership role will be made clear to students nominated. Candidates meet with a staff panel to explore their student leadership potential and understandings.

Speeches

Term 4 Week 6

1. Students present speeches at a whole school assembly.
See guidelines for speeches and posters (below).
The presentation of a speech in front of the whole school assembly is a mandatory part of the nomination process.

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2. Students return to their classes immediately after the speeches to cast their vote on a ballot form.
 3. Students in years 2-5 are to vote for the candidates based on their speeches. Preferential voting system applied.
 4. The voting forms are sent in a sealed envelope to the Assistant Principal and Staff Representative for counting.

Decision-making process

Term 4 Week 7

- After the student election, the Stage 3 Assistant Principal will provide the Principal with a spreadsheet of nominations and the vote result.
- The school executive, teachers, specialist teachers and support staff may be consulted on the short-listed candidates.

Final selection of the student leadership team

Term 4 Week 7

- Ultimate responsibility for the selection of student leaders lies with the principal as person responsible for the school's integrity and they will select students most able to uphold this.
- This will be in consultation with these procedures, the student vote and comprehensive staff opinion.

Successful candidates (no office bearer allocation at this time)

Term 4 Week 8

- Meeting convened in the Principal's office with Stage 3 Assistant Principal and Principal.
- The 6 successful candidates are announced.

Note: Office bearer positions **are not** announced at this time. The positions will be announced at the Celebration of Achievement occasion in Week 9 Term 4.

The announcement of successful candidates often induces an emotional reaction from students and community. For this reason, as well as adhering to the formality and reverence required at the Celebration of Achievement Assembly, the names of successful nominees will already be made public well beforehand.

- A letter is sent home outlining the candidates successful nomination, including an invite to the Celebration of Achievement Assembly in Term 4 Week 9 or 10.

Celebration of Achievement Induction Ceremony

Term 4 Week 8

- 2 School Captains, 2 Vice Captains and 2 Prefects are presented to our school community at the Celebration of Learning Assembly.

See Announcement of Office Bearers procedure (below)..

Process

Leadership Criteria

- Consistently exhibits the School Values (Learning, Respect, Safety)
- Demonstrate leadership qualities.
- Displays organisational skills.
- Demonstrates confidence in public speaking.
- Demonstrates interest and willingness to be involved in all types of school activities.
- Wears full school uniform at all times and ensure it is worn appropriately.
- Student Leaders will be expected to follow the Student Leaders' Code of Conduct.

Leadership Duties

- Be an exemplary role model at all times
- Consistently wear the complete and correct school uniform.
- Actively participate and lead the Student Representative Council.
- Represent the school on official occasions outside of school hours (e.g. Anzac Day)
- Public speaking at assemblies and special ceremonies
- Welcome guests and visitors to Hobartville Public School
- Assist in the canteen
- Responsibility for Hobartville Public School flags and care with flag protocols
- Display School Leadership badges with pride
- Be of general assistance to all members of staff, students, parents and visitors.
- Setting up and take down all items for the assembly.

Code of Conduct

- As part of the school's leadership team, students agree to be guided by our school values 'Success with Honour' in all their actions.

Learning

- Embracing the opportunity to be a leader.
- Being an active and positive participant in school life.

Respect

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- Treat others fairly, honestly and keep their dignity intact.
 - Show empathy and care towards others and act as a good friend would.
 - Use manners and basic good grace when dealing with other students and with adults.

Safety

- Show self-control and self-discipline
- Act in a way that ensures the safety of myself and others.

Eligibility to nominate

- Students will not be eligible to nominate for a leadership position if, at the time of selection they are on a Warning to Suspension or Suspension.
- Students on an ongoing School Behaviour Support and Management Plan due to behaviours resultant of a diagnosed disability will be considered.
- Students with recurrent and recent behaviours of concern that put themselves in danger or other people in danger will not be considered. This will be decided on a case-by-case basis by the principal and school executive.

Composition of the student leadership team

- 6 regular student leadership positions are available every year for Year 6 students to have an opportunity to represent Hobartville Public School.
 - 2 School Captains
 - 2 Vice Captains
 - 2 Prefects
- Students may only hold one formal leadership position at a time.

Gender balance

- We encourage an equal gender representation and generally the nomination and voting process ends with equal representation.
- If there are minimal students of a particular gender wishing to apply for a position, or a significant amount of votes towards a particular gender, there may be two male or two female leaders elected.
- Each year the Stage 3 Assistant Principal will give consideration to the above factors at an Executive Meeting prior to the leadership process.
- The principal in consultation with school executive will make the final decision regarding gender representation.

Support Unit student nominees

- Students in Year's 4 & 5 who are enrolled in our Support Unit are encouraged to put forward their nomination for captain/prefect.
- For students with leadership capabilities their diagnosed disability may affect their ability to state their suitability in the required speech at assembly. To help allow fair

opportunity for these students the Year 4 and 5 teacher/s in the Support Unit will identify students and develop their public speaking skills in order for them to present their nomination in speech form to the best of their ability.

- As stated above, a significant proportion of the student leadership role entails public speaking, hence the presentation of a speech in front of the whole school assembly is to be considered a mandatory requirement of the nomination process.
- The Support Unit Assistant Principal and the Stage 3 Assistant Principal will liaise together to ensure these processes are carried out with fidelity.

Additional Support Unit Prefect position

- A student enrolled in the Support Unit may either:
 1. win a position outright, or;
 2. acquire enough votes to be considered against mainstream students in fair judgement by the school executive.
- In the event of the latter the Support Unit and Stage 3 Assistant Principal will liaise with the principal, teachers, support staff and the school counsellor (if necessary) and the below criteria will be considered.
- **An additional Support Unit prefect position will be created for any given coming year on the condition that:**
 1. The student receives enough votes to reflect overall student consensus of suitability;
 2. They are deemed to be able to carry out the role of a student leader according to the leadership criteria stated above. Teacher and teacher's aide support will be considered as well as the quality of their nomination speech.
- A joint meeting of the Principal, Stage 3 supervisor and Support Unit Assistant Principal will consider evidence and make a final decision.

Loss of position

- School leaders provide a beacon which other students will inevitably follow.
- The principal reserves the right to remove a student immediately from office if they display dangerous behaviour or engage in conduct that is considered significantly contrary to the values of the school.
- For less significant breaches of school rules a suitability assessment will be carried out by the Stage 3 Assistant Principal.

Penalties

1. Warning letter
2. Loss of position for 4 weeks.
3. Loss of position for the remainder of the year. The student will not be replaced in their

role.

- The student will also receive consequences consistent with the school's Student Welfare Policy.
- The Stage 3 Assistant Principal will ensure parents have been kept informed of any considerations or proposed actions. Context will be taken into account during discussions, but the responsibility of leadership carries with it a higher expectation than for other students.

Announcement of Office Bearers procedure – Celebration of Achievement

1. Current school leaders have been previously handed the new badge for the next office bearer.
2. Stage 3 Assistant Principal invited to stage to announce following year's office bearers.
3. Stage 3 Assistant Principal introduces each current school year prefects, vice-captains and captains to the stage to line up in that order.
4. Stage 3 Assistant Principal thanks all current school leaders.
5. Stage 3 Assistant Principal introduces each new school year captain and prefect to the stage to line up in order.
6. Principal invited to stage to thank previous leaders and congratulate new leaders.
7. Principal leads the new leaders through a recitation of the Leadership pledge.

Guidelines for Speeches and Posters

Candidates design a campaign poster which will be displayed for a week for students to observe.

Student Posters

The poster needs to contain:

- name in big, bold writing
- a current photograph
- personal qualities that make the student a good leader

Nominee speech guidelines

The focus of the speech will be the words delivered (props and incentives are not allowed).

Introduction: Name/interests.

School Values: Demonstrate evidence you have followed School Values: link actions to School Values. (Learning, Respect, Safety)

Actions: Realistic promises based on criteria and role statement. What will they bring to the role as a leader? How will they get involved and represent our school?

Contains information concerning:

- Their contribution to the school and school community
- What they believe a student leader does and the responsibilities they have;

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- Why the students should elect them.
 - What improvements they could implement at the school for their peers.
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Additional Student Leadership Positions Procedure

House Captains and House Vice-Captains

1. The House Captain and House Vice-Captains' selection process commences in Term One.
2. House captain's positions cannot be held by students currently in higher leadership positions.
3. House captain's positions are held by Year 6 students. Vice-Captains by Year 5 students.
4. Each House (ie Biringum, Malean, Narung, Wungaglin) will have one male and one female House Captain and one male and one female House Vice-Captain.

Criteria for selection

- Consistently exhibits the School Values (Success with Honour)
- Demonstrates leadership qualities.
- Displays organisational skills.
- Demonstrates confidence in public speaking.
- Demonstrates an eagerness to be involved in sporting events at a school level.
- Displays sportsmanship at all times.

Role statement

- Actively assist with the running of Sports programs, Junior Sports days and special sporting events.
- Liaise with Physical Education/Sport teacher on behalf of Year 5/6 students at HPS to organise rosters and sport equipment for recess and lunch borrowing.
- Display sportsmanship, encouragement, enthusiasm and leadership in all school events (sporting and non-sporting events).
- Display awareness of equal opportunities in all House activities. Promote inclusivity, regardless of sporting ability, disability and or intellectual capability.
- Display House Captain and Vice-Captain badges.

Guidelines for speech

- Students will present a brief impromptu speech to reinforce their nomination in their first house group meeting of the year. The focus of your speech will be the words you deliver (props and incentives will be disallowed).
- **Introduction:** Name/interests.
- **School Values:** Demonstrate evidence you have followed School Values: link actions to School Values.

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- **Actions:** Realistic promises based on criteria and role statement.

Student Representative Council

The Student Representative Council is elected by their fellow students to represent all students in the school.

Their role is to actively participate in decision-making at school on things which shape educational experiences. As a representative body of the school out to make a difference to the community they raise funds for charities.

SRC's work democratically to represent the student body in school decision-making. Student's work together, with help from a staff member, to improve school life and to contribute student's ideas.

Student are eligible to represent their class on the SRC if they:

- Display good leadership skills
- Wears full school uniform
- Shows willingness to assist at all times
- Are a positive role model for other students in the classroom and on the playground
- Display exemplary behaviour
- Uphold all classroom and school rules.
- Can attend and represent their class at all SRC meetings.

Election Process

- Class teachers will outline and discuss the requirements for the role of SRC representative. Students can self-nominate or be nominated by their peers. Elections are conducted in the classroom by secret ballot. Badges are presented at the Badge Assembly in Term 1.
- Each Class (Years 2-6) may elect two representatives (Boy/Girl) to become their SRC representative. In the case of a composite class, one student from each grade shall be selected.
- The school leaders – captains' vice-captains and prefects are automatic members for the full year of their office.

Library Monitors

- The Library Monitor role allow Year 6 Students to assist the Teacher-Librarian in daily routines and to familiarise and encourage students in the workings of the library.

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- A library monitors' role is to assist the Teacher-Librarian wherever possible and help maintain and efficient, welcoming Library by borrowing and returning books for students, helping shelving and assisting students during Lunch times.
 - They also assist with returning and borrowing resources for teachers, shelving book, Book Week, general library use and liaising with the school community at Lunch times.
 - Student can be selected if they fulfill the general school leadership criteria.

In addition, they must:

- Hold a general knowledge and understanding of the organisation and role of the Library.
- Show an awareness of the required behaviour and time dedication involved.
- Shows willingness to assist at all times in the library.
- Model appropriate use of Library resources.

The Selection Process

- Student are informed of the criteria for becoming a Library monitor. In addition, the Teacher-Librarian may encourage students to apply to be a Library Monitor at the beginning of the year during Library time.
 - Students attend a meeting in the Library at which the requirements for Library monitors are outlined.
 - Students write their names down and the Teacher-Librarian will review the applications and commence training sessions for approximately 2 weeks for all nominees.
 - After the training and trial process the Teacher-Librarian will determine 8-10 most suitable Library Monitors.
 - The principal and/or Assistant Principals may assist in this process if required. Successful students will be notified by the Teacher-Librarian. They will be presented their badges at the Badge Assembly in Term 1.
 - Whilst gender balance will be considered when selecting monitors, the most suitable candidates for each position will be selected.
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Communicating this procedure to the school community

Students:

- Student discussion will be held at a Stage 3 meeting.
- The school procedure will be explained at a whole-school assembly.

Parents and carers:

- Parent and carer preferences will be explored at a P&C meeting.
- Parents and carers will be advised via the school newsletter and school social media channels.

- This procedure can be accessed electronically via the school's website and in hardcopy at the school's administration office.

Complaints

- If a student, parent or carer has a complaint under this procedure, they should follow our school's complaints process. If the issue is not resolved, please refer to the Department's guide for making a complaint about our school. (<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>).

Supporting tools and resources

[Student Voice, participation and leadership](#)

[Behaviour Code for Students](#)

Related policies and legislation

[Student Welfare Policy](#)

Contact

Principal

Hobartville Public School

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Monitoring

The principal monitors the implementation of this procedure, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed. Any changes since previous update recorded in procedure document.

School Principal

