



HILLSBOROUGH PUBLIC SCHOOL

STUDENT LEADERSHIP POLICY & PROCEDURES

The promotion of students as leaders is a priority of Hillsborough Public School. Students of all ages are encouraged to accept leadership roles within small work groups, with the class and within the school.

We hold high expectations for our Year Six students and, in particular, those elected student leadership. They are expected to set an example to the other students and to be an asset to the school.

Student leaders are expected to:

- Wear full school uniform proudly every day.
- Demonstrate exemplary behaviour – act with integrity, honesty and respect, and provide a positive role model for students.
- Be involved in extracurricular activities.
- Display initiative and enthusiasm in fulfilling the duties and responsibilities associated with their role.
- Respect and uphold our school and community expectations.

SCHOOL CAPTAINS AND VICE CAPTAINS

Specific Duties

School Captains and Vice Captains will:

- conduct the fortnightly school assembly
- conduct important assemblies such as Presentation Day
- be involved on special occasions such as the greeting and thanking of visitors and performers
- lead and actively participate in Student Parliament meetings and consult with the teachers who coordinate the Parliament regarding the agenda
- assist in writing the Parliament Report for the school newsletter
- be aware of the general behaviour of students in regard to safety and grounds upkeep and actively advise school staff of issues of concern
- be of general assistance to all members of staff, students, parents and visitors
- be a valuable role model and positively influence the behaviour and attitudes of others

Election Procedures

Short Listing

Students in Year 5 may nominate themselves for the office of School Captain. All nominees will be required to prepare a short speech that will be delivered to Stage Three students, Stage Three staff, the Principal and other staff members as available. The speech should clearly detail why they should be elected school Captain / Vice-Captain and how they will approach the role.

The date for the presentation of speeches will be publicised in a note going to all Stage Three students. Those wishing to nominate will inform the Stage Three AP in order to be included on the speaking agenda and the ballot.

Any student who knows they will be unavailable to present their speech on the day due to prior commitments is to see the Stage Three AP ahead of the date to arrange for an alternative speaking date **prior** to the whole Stage presentation. Students who are unexpectedly absent from school on the day of the Stage Three presentation will be included on the ballot (having made their nomination to the Stage Three AP) but will not have the opportunity to present to the Stage prior to voting.

The ballot paper will be double sided (one side boys the other girls) and will list the names of all students who have approached the Stage Three AP to indicate an intention to nominate for school captain

Following these presentations all Stage Three and staff members will vote (one vote each for boy and girl leaders) and the votes tallied by the Principal and the Stage Three AP or a member of the Executive

team. The combined students and staff votes will create a shortlist of 6 girls and 6 boys who will progress to the whole school presentation and Captains' Election.

Whole School Election

Students who are included on the shortlist, will be given a note indicating their success and inviting them to present to the whole school at the Student Leadership Assembly. This date is well publicised on the website and in newsletters and parents are invited to come along to watch the speeches. This assembly takes place in the 'off week' for whole school assemblies in the last session Tuesday.

Each student will take turns to present their speech to the student audience.

Voting takes place in classrooms early the next day.

There will be a double sided ballot paper (one side for the boys and the girls). On the ballot paper there will be the students' names and photos.

Students from Kindergarten to Year 5 will vote and all staff will have one vote each for girl and boy school leaders.

Votes will be counted by the Principal and the Stage Three AP or another member of the Executive team.

The School Captains and Vice Captains will be announced on Presentation Day where the School Captains and the Vice Captains will receive their badges. They will inducted in the Student Leader Induction Assembly held in Term One each year.

HOUSE CAPTAINS

Specific Duties

- encourage House Spirit at all sporting events
- organise House Meetings to plan for swimming, Cross Country and Athletics Carnivals
- encourage house members to perform to the best of their ability at sporting events
- attend carnivals
- organise teams for carnivals
- motivate and manage teams e.g. teach chants, crowd control;
- lead by example and encourage students to participate in events
- keep up enthusiasm at the carnivals e.g. cheer people on
- be of general assistance to all members of staff, students, parents and visitors, particularly at all sporting events
- assist the Minister for Sport in any Student parliament sporting activity

Election Procedures

All Houses will hold a House meeting at the commencement of the school year to elect the House Captains. There will girl and boy House Captains and House Vice Captains for each House. Captains are to be elected from Year Six, however, if there are no Year Six candidates members of Year Five may stand.

Students wishing to nominate for a House Captain position will be asked to briefly introduce themselves and describe why they would make a great House Captain –please note this is an informal presentation and will be quite brief.

All students may vote in the election.

Teachers assigned to the house will assist in the conduct of a “Show of Hands” ballot.

If a student has been elected as a School Captain or Vice Captain, they are not eligible to stand for the position of House Captain.

House Captains will receive their badges at the Induction Assembly.

STUDENT PARLIAMENT

Specific duties

- Fulfil the specific duties of your own ministry
- actively participate in all meetings
- present the ideas of the students at Parliament
- assist the staff and other Parliament members to planning and implementation of Parliament projects
- report Parliament decisions and discussions in Assembly reports and/or in the newsletter
- assist other students when required
- represent school
- be of general assistance to all members of staff, students, parents and visitors

Election Procedures

All Stage Three students are members of the Student Parliament

At the commencement of the school year the initial Student Parliament meeting will be held to elect the Ministers, Secretary and Treasurer of the Student Parliament (the Captains are automatically the Prime Ministers and the Vice-Captains the Serjeants at Arms).

Prior to the election, the Stage Three staff will state the roles of each position.

Staff will conduct of a "Show of Hands" ballot for each position.

Within each Ministry there is also a deputy and a cabinet –these students do not receive badges.

LIBRARY MONITORS

Library Monitors are not elected.

They are chosen by the Teacher Librarian for their reliability and skills in the library. It is an expectation that Library Monitors will have (and will continue to) complete the Premier's Reading Challenge.

Library Assistants will receive their badges at the Induction Assembly.

INDUCTION ASSEMBLY

The Student Leader Induction Assembly is held in the first Assembly timeslot each year (Tuesday 2:15 Week 2). Parents are invited to join as we acknowledge our new student leaders.

At this assembly, Captains and Vice-Captains make their pledge.

House Captains and Vice-Captains receive their badges and make their pledge.

Parliament Minsters receive their badge and make their pledge.

Library monitors receive their badges.

******STUDENT LEADERS NOT MEETING EXPECTATIONS******

IN the event of serious concerns around the behaviour choices of a student leader, action may be taken as follows:

1. Warning and counselling by the Principal.
2. Loss of position (badge and privileges) for 2 weeks. The position remains unfilled for these 2 weeks.
3. Loss of position (badge and privileges) for the rest of the year.
4. If the position is lost for the remainder of the year, or if a student leaves the school, the position will be filled by the student who was voted as the third preference.

Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal. The incident of misbehaviour will be recorded on SENTRAL and a decision will be reached within 7 days following the complaint.

The Principal will determine the decision (in consultation with relevant staff) as to the length of the loss of position. If the behaviour is severe, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.