

# OATLANDS PUBLIC SCHOOL



## ***Student Leadership***

DATE: 2008, revised March 2012

REVIEW DATE: As needed

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### **1. Rationale**

Oatlands Public School places great emphasis on the development of leadership skills and personal responsibility in its students. A community school must work to develop good citizens who will be an integral part of that very community of which the school is part.

Student leadership skills and capabilities are enhanced through exposure to increased expectations and levels of responsibility in a supportive learning environment. It is important that all students leadership efforts and endeavours are processed and reviewed within this educational framework.

Twelve skills of leadership that should be developed in student leaders (according to Hay & Dempster, 2004) are:

- Project planning
- Reflection
- Problem solving
- Team building
- Decision making
- Goal setting
- Time management
- Project management and resource allocation
- Effective communication and networking
- Conflict resolution
- Diversity awareness
- Self-confidence

“Positive students leadership opportunities and experiences at school facilitate young adults’ transition into the community and into the world of work and adult responsibility. This is because leadership is considered to be a part of life-long learning...” (Hay I. & Dempster N., 2004) Indeed it is widely believed that enhanced leadership skills in students are inextricably linked to improved students academic outcomes since the 12 skills listed above are embedded within the academic enabling skills of engagement, study skills, motivation and interpersonal relationships.

School programs at Oatlands Public School, both in class and extra-curricular, are designed to foster development in student leadership skills and experience as it is believed that this will not only improve students academic outcomes but that it will also develop better citizens for our community.

### **2. Aims**

- To develop improved personal responsibility in all students at the school

- To provide opportunities for leadership skill development in students of all ages and all abilities
- To develop a student leadership team of the highest possible quality to assist in the continuation of positive school culture and to provide exemplary modelling of student behaviour and personal responsibility
- To model and teach specific leadership skills as appropriate for each position or responsibility

### 3. Strategies

- All students at Oatlands Public School, regardless of the formal leadership responsibilities they hold, are expected to adhere to the three core school rules:
  1. *We work and play safely.*
  2. *We respect ourselves, others and our school.*
  3. *We value everyone's right to teach and learn.*
- Teachers offer students of all ages opportunities to be responsible for tasks within the daily operation of each classroom. Students are encouraged to accept leadership roles within small work groups and as representatives for the class within the school.
- The expectations of Year 6 and, in particular, the elected student leadership: School Captains and Vice Captains, House Captains and Vice Captains and the Student Representative Council (SRC) are higher than those held for the general student body. They are expected to conduct themselves with dignity in order to be an example to the other students and an asset to the school.
- Many extra-curricular programs offered by Oatlands PS offer students opportunities to develop skills in project planning, reflection, problem solving, team building, decision making, goal setting, time management, project management and resource allocation, effective communication and networking, conflict resolution, diversity awareness and self-confidence. Examples of these programs include:
  - Student Representative Council
  - Peer Support
  - Play Leaders
  - Peer Mediators (a specialised role for Play Leaders involving additional training)
  - Kinder/ Year Five Buddies program
  - Captaincy of representative sporting teams
  - Annual whole-school Public Speaking program
- Student attendance at Leadership development forums where possible
- Voluntary student application for, and achievement according to, the school's Citizenship Continuum.

### 4. Specific Duties

- **School Captains and School Vice Captains will:**
  - at all times set an example for other students in the school in adhering to the three core rules of Oatlands Public School (i.e. being a 'Safe, Respectful Learner;')
  - conduct important assemblies and ceremonies such as Presentation Day and ANZAC Day
  - assist the SRC members conducting the fortnightly school assembly (as required)
  - be involved on special occasions such as the greeting and thanking of visitors and performers
  - conduct Student Representative Council meetings and be responsible for management of any tasks to be completed by younger SRC members in consultation with the coordinating teacher
  - assist in writing any SRC reports or advertisements for the School Newsletter
  - change the school sign as requested by the Principal or Assistant Principal

- be aware of the general behaviour of students in regard to safety and grounds upkeep and actively advise school staff of issues of concern
  - assist in the sorting out of minor playground problems between students
  - be of general assistance to all members of staff, students, parents and visitors
- **House Captains and House Vice Captains will:**
    - at all times set an example for other students in the school in adhering to the three core rules of Oatlands Public School (i.e. being a 'Safe, Respectful Learner')
    - 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
    - be of general assistance to all members of staff, students, parents and visitors, particularly at all sporting events.
- **SRC Class Representatives will:**
    - at all times set an example for other students in the school in adhering to the three core rules of Oatlands Public School (i.e. being a 'Safe, Respectful Learner')
    - attend all SRC meetings
    - communicate information from SRC meetings to their class
    - present the ideas of the class at the SRC meeting
    - make announcements at morning lines if required
    - conduct school assemblies
    - assist the SRC Coordinator in the planning and implementation of SRC projects
    - assist other students when required
    - be of general assistance to all members of staff, students, parents and visitors

## **5. Election of Students to Leadership Positions**

- **School Captains and Vice Captains**

- **Nominations – Round 1**

(to be held during Term 4, Week 5)

Students in Year 5 may nominate themselves or their peers for the office of School Captain or School Vice Captain. Nominations must be seconded by another year 5 student, signed by both and supported by a written description of at least one positive personal quality of the nominee. Students may only nominate two people. Round 1 Nominees are then invited to submit an application form (See Appendix A) to the Principal outlining the personal skills, qualities and experience that each student feels they can offer the school if they are chosen to be School Captain or School Vice Captain. Students have until Monday afternoon of Week 6 to submit their applications. Round 1 Nominees are also voted for by their entire grade (Year 5) and ranked.

- **Nominations – Round 2**

(to be held at K-6 Admin meeting Friday Term 4, Week 6)

The Principal, in consultation with the Executive, will review all student applications for Nomination for the position of School Captain and School Vice Captain and will present these to the staff at a staff meeting. All student nominations must be agreed upon by consensus at the staff meeting. Year 5 voting ranks are taken into consideration by the meeting. A maximum of eight male and eight female nominees will be selected. The Principal reserves the right to veto the nomination of any students who is deemed to have not upheld the school rules. Final nominees will be spoken to by the Principal or Assistant Principal to outline the responsibilities of the positions and to explain the election process. Nomination letters are sent home on the same day to explain the process to parents.

### The Nomination Period

(to be held Term 4, Weeks 7 and 8)

All final nominations will be required to wear a badge identifying themselves for the two weeks of the nomination period. Photos and names of all nominees will be displayed alphabetically in all classrooms (and the staffroom) for the duration of the nomination period. The nominees will deliver their photos to each classroom and introduce themselves to the class at that time. All final nominees will be required to prepare a speech that will be delivered at a school assembly held on the day of voting. The speech will clearly detail why they should be elected school captain and how they will approach the role. Students are discouraged from making rash promises and from using dramatic theatrics in their speeches. Campaigning prior to the elections should be limited to informal conversations with students. Parents will be invited to attend this assembly.

### Voting

(to be conducted on the Friday of Term 4, Week 8)

Students in Year 2 to Year 5 will vote. All staff will have one (1) vote on a separate coloured paper. The ballot paper will list boys on one side and girls on the other. The names will be numbered and alphabetically ordered. Following the delivery of the speeches each student will briefly stand in front of the assembly holding up their number as their name is read out again. Students will return to classrooms to vote under the supervision of their classroom teacher. Voters are required to place the number 1 next to the name of the person for whom they wish to elect as Captain and the number 2 next to the person they wish to elect as Vice Captain. This process is repeated for both boys and girls.

### Counting

Votes will be counted by the coordinating teacher. Votes are treated as 'preferential' and initially only votes of '1' are counted. The lowest scoring student is eliminated and their voters' second preferences are allocated where possible, or discarded if not possible. This process is repeated until two nominees remain. The boy and girl with the most votes will be elected School Captains for the following year. The ranking order of all nominees is recorded to provide a 'reserves list' should a student leave the school or a loss of position occur. This ranked order must remain confidential.

### Announcement

As early as possible prior to the Presentation Day assembly, the parents of successful nominees will be informed of their child's success, although the specific role will be kept secret. The parents of unsuccessful nominees will also be informed. All nominees are to be aware of the need for secrecy until the formal announcement at Presentation Day. The names of the students who will be School Captains and Vice Captains are announced at the Annual Presentation Day. At this ceremony the students will receive their badges from the current student leadership team. Parents are encouraged to pin the new badge onto their child's uniform as part of the ceremony. The new Captains will both give a brief acceptance speech.

### Induction

The Student Leadership Team must acknowledge their willingness to accept the positions with the Student Leadership Team Pledge. A special assembly will be held at the beginning of each year to induct the School Captains and Vice Captains, Sport House Captains and Vice Captains and class Student Representatives for the Student Representative Council. A special guest will be invited to assist with the induction if possible e.g. Local Councillor, School Education Director, Local MP. At this assembly all members of the Student Leadership Team will say the pledge (see Appendix B). After the induction Assemblies students will be required to sign the '*Student Leadership Agreement*' (See Appendix C).

- **House Captains and House Vice Captains**

All houses will hold a house meeting to elect the House Captains and House Vice Captains for the following year. These positions can only be held by Year 6 students (unless there are no Year 6 students in that house, in which case Year 5 students may apply). Houses should operate with only one elected Captain rather than offer the position to Year 5 students.

House meetings are conducted as soon after Presentation Day as possible – either at the end of the school year or at the commencement of the new school year. Students in Year K – 6 attend the house meetings. Teachers assigned to the houses will assist in the conduction of a ‘show of hands’ ballot. If a student has been elected School Captain they may not be a House Captain or House Vice Captain. House Captains and House Vice Captains receive their badges at the induction assembly at the start of each school year. They must recite the Student Leadership Pledge (see Appendix B) and sign the ‘*Student Leadership Agreement*’ (see Appendix C).

- **Student Representative Council Class Representatives**

All classes from Year 1 to Year 6 will elect SRC representatives in Semester One. All classes from Kindergarten to year 6 will elect SRC representatives in Semester Two. As early as possible in both Term 1 and Term 3 the relevant class teacher conducts a class meeting to elect two class SRC representatives (one girl, one boy). Students may nominate other students for the positions. Nominated students must make a brief speech to the class explaining why they think they will be a good person to fulfil the role.

Successful students may not be a class SRC representative again for three consecutive semesters. The election can take the form of a ‘show of hands’, or a ‘secret paper vote’ may be more appropriate for older students. Upon completion of the election the names of the two representatives should be sent to the SRC Coordinator.

Semester One SRC members will receive their badges at the Student Leadership Induction Assembly conducted at the earliest possible time in Term 1. Semester Two SRC members will receive their badges at a special SRC Induction Assembly held at the earliest possible time in Term 3. The SRC coordinator will ensure that parents receive a special invitation to the induction assemblies. They must recite the Student Leadership Pledge (See Appendix B) and sign the ‘*Student Leadership Agreement*’ (See Appendix C).

## **6. Loss of Position**

As students have signed the ‘Students Leadership Agreement and spoken the ‘Pledge’ they are accountable for their actions and choices about behaviour. The breaking of the three core school rules is taken very seriously.

Following formal complaints by members of the school community and depending on the severity of the behaviour, action will be taken as follows:

- Formal warning by the Principal (or delegate)
- Loss of position (badge and privileges) for two weeks
- Loss of position (badge and privileges) for the rest of the year

The Principal will determine the decision (in consultation with the Positive Behaviour for Learning (PBL) Committee and relevant staff) as to the length of the loss of position. If the behaviour is severe e.g. aggressive & inappropriate language, graffiti or threatening behaviour towards a member of staff, parent or visitor, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.



## Student Application for Nomination for School Captain

<b>Name:</b>		<b>Class:</b>		<b>Office Use:</b>
<b>What special jobs and responsibilities have you held in your class, and at Primary school so far?</b>				
<b>Previous times class SRC member</b> (please write the class and year)	1.	2.	3.	
<b>What personal qualities and experience do you have that would make you a worthy School Leader?</b>				
<b>List the extra-curricular groups you have been a member of during your time at Primary School?</b>				
<b>What important responsibilities and roles do you perform outside of school?</b>				
<b>Why do you want to be a School Leader?</b>				



# *Oatlands Public School*

Belmore St East

Oatlands, 2117.

p: 9630 3486

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## **Student Leadership Team Pledge**

(to be spoken at Student Leadership Induction Assemblies)

We promise to always try  
to set a good example  
in everything we do.

We will be safe, respectful learners.

We promise to care for everyone  
and do ***Our Best Always***

to serve all the people in our school community.



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## **Student Leadership Agreement**

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

Class: \_\_\_\_\_

Date:    /    / 20

I have read and discussed with my parents the document titled *Roles and Responsibilities of Student Leaders at Oatlands Public School*.

I understand the duties for my position of leadership and responsibility at Oatlands Public School and will be proud to fulfil them.

I understand that failure to fulfil or follow the requirements of my position of leadership and responsibility will lead to the consequences outlined in the section titled "Loss of Position".

I understand that failure to provide a positive role model for my peers by upholding the three school rules by being a **Safe, Respectful Learner** may also lead to the consequences outlined in the section titled "Loss of Position".

Signed: \_\_\_\_\_ (Student)

Signed: \_\_\_\_\_ (Parent)





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## **Roles and Responsibilities of Student Leaders at Oatlands Public School**

### **School Captains and School Vice Captains will:**

- at all times set an example for other students in adhering to the three rules of Oatlands Public School:
  - *We work and play safely.*
  - *We respect ourselves, others and our school.*
  - *We value everyone's right to teach and learn.*  
(i.e. being a 'Safe, Respectful Learner').
- speak to other students about, and if necessary report, instances of inappropriate or bad behaviour of Oatlands Public School students on the way to and from school.
- conduct important assemblies and ceremonies such as Presentation Day and ANZAC DAY.
- assist the SRC members conducting the fortnightly school assembly (as required).
- be involved on special occasions such as the greeting and thanking of visitors and performers.
- conduct Student Representative Council Meetings and be responsible for management of any tasks to be completed by younger SRC members in consultation with the coordinating teacher.
- assist in writing any SRC reports or advertisements for the School Newsletter.
- change the school sign as requested by the Principal or Assistant Principal.
- wear correct school uniform at all times and maintain a well-groomed, neat personal appearance.
- be aware of the general behaviour of students in regard to safety and respect and actively advise school staff of issues of concern.
- assist in the sorting out of minor playground problems between students.
- monitor the tidiness of the playground problems between students.
- be of general assistance to all members of staff, students, parents and visitors.

## **House Captains and House Vice Captains will:**

- at all times set an example for other students in adhering to the three rules of Oatlands Public School:
  - *We work and play safely.*
  - *We respect ourselves, others and our school.*
  - *We value everyone's right to teach and learn.*(i.e. be a 'Safe, Respectful Learner').
- speak to other students about, and if necessary report, instances of inappropriate or bad behaviour of Oatlands Public School students on the way to and from school.
- encourage House Spirit and model 'good sportsmanship' at all sporting events.
- organise House Meetings to plan for Swimming, Cross Country and Athletics Carnivals.
- teach chants and war-cries to house member students.
- encourage house members to perform to the best of their ability at sporting events.
- sensibly tidy and maintain the neat organisation of the Sports Storerooms when requested by the Sports Coordinator.
- be aware of the general behaviour of students in regard to safety and respect and actively advise school staff of issues of concern.
- be of general assistance to all members of staff, students, parents and visitors, particularly at all sporting events.

## **SRC Class Representatives will:**

- at all times set an example for other students in adhering to the three rules of Oatlands Public School:
  - *We work and play safely.*
  - *We respect ourselves, others and our school.*
  - *We value everyone's right to teach and learn.*(i.e. be a 'Safe, Respectful Learner').
- attend all SRC meetings.
- communicate information from SRC meetings to their class.
- present the ideas of their class to the SRC meeting.
- make announcements at morning lines if required.
- conduct school assemblies when required.
- assist the SRC Coordinator in the planning and implementation of SRC projects.
- assist other students when required.
- be aware of the general behaviour of students in regard to safety and respect and actively advise their classroom teacher of issues of concern.
- be of general assistance to all members of staff, students, parents and visitors.

## **Loss of Position**

As students have signed the 'Student Leadership Agreement' and spoken the 'Pledge' they are accountable for their actions and choices about behaviour. The breaking of the three school rules is taken very seriously. Following formal complaints by members of the school community and depending on the severity of the behaviour, action will be taken as follows:

- ★ Formal warning by the Principal (or delegate)
- ★ Loss of position (badge and privilege) for two weeks
- ★ Loss of position (badge and privilege) for the rest of the year

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.