Student Leadership Policy

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Purpose:

At Woori Yallock Primary School, we welcome and encourage student input to influence positive change within our school. We foster a strong leadership culture, and specifically target Year 5 students as they move into and through their final year of Primary Education. Year 5 students have the opportunity to showcase their leadership skills if they wish to apply for a leadership position in Year 6.

At Woori Yallock Primary School, we believe that leadership is shown through the actions of people, and can be demonstrated without the need of a title.

Implementation:

1.0 Parental Permission
All applications (as outlined below) must be accompanied by a Parental Permission form (Appendix C) that is signed and acknowledges receipt of the document "Tips to Promote Resilience" (Appendix D).

1.1 School Captains and House Captains

- Write and perform a speech by the due date.
- Return the parental permission form by the due date.
- Applicants deliver their speech to the whole school student body, teachers and principals.
- A shortlist of the most suitable and qualified students based on the selection criteria rubric (Appendix E) will be created following speeches.
- Students will then be interviewed by the Assistant Principal, Principal and a 5/6 teacher.
- Applicant success is based upon merit, selection criteria, student votes and interview results.

Senior School Student Leadership

POLICY

- A shortlist of the most suitable and qualified students based on the selection criteria rubric (Appendix E) will be created following speeches.
- These positions will be decided based on the selection criteria, their speech, general observations from school years at Woori Yallock Primary School, student votes and results from the interview.
- Applicant success is based upon merit and selection criteria, resulting in positions filled by the best student for the role. Students may be moved to different sporting houses to secure a leadership position if that is the best decision for the school.

2.0 Decision Process

- Every candidate will be marked using the selection criteria rubric after their speeches by a range of teachers and Principal Class.
- Candidates will be ranked on their combined scores from all selection criteria rubrics for the position that they are applying for. The highest ranked student/s will be selected to participate in an interview with the Assistant Principal, Principal and 5/6 teacher.
- Student body votes are taken into consideration evenly, alongside marked teacher rubrics from speeches.
- This will not take into account gender as it will be the best candidates for the role specified.
- If in the circumstance that there is not a viable candidate for a house captain position, a viable 3rd place candidate from another house may be asked to move to the vacant captain position.
- If there is a tie, Principal Class and teachers will decide the successful candidates via a vote (1 vote each).
- If a tie cannot be broken in this vote, the final decision is made by the Principal Class.

2.1 Timeline

The election timeline informs the school community of the scheduled events for the student leadership applicants. Please note; this timeline is a guide only and weeks may alter slightly depending on the year and length of the term.

TERM 4

- Week 5 - 5/6 teachers address all Year 5 students about the process of applying for leadership roles.
- Week 6 - Year 5 parents will be informed, in writing, of the process outlined above.
- Week 8 - Applications are submitted and speeches performed to the school. Shortlisted candidates will be interviewed.
- Week 7 - Parental Permission form due back to school
- Week 9 - Students selected for Captains and leadership roles – parents informed
- Final week- Final School Assembly – Captains and leaders announced to the school community.

2.2 Other Considerations

- Students may hold no more than one formal leadership position.
- The selection process will be held in the last six weeks of Year 5 in preparation for the following year.
- Students are advised of their positions prior to completing Year 5, at the last assembly for the year.
- The most suitable candidates will be selected for leadership positions based on merit and selection criteria and will not necessarily ensure equal gender representation.
- A child's leadership position may be suspended or withdrawn under specific circumstances, e.g. breaking the Student Code of Conduct.
- If the leadership standards are not upheld, the Captains and Principal team will meet to decide an appropriate course of action.
- The Principal has the right to veto a selection or election in special circumstances.
- Students can be considered for all leadership positions or just their preferred position. They should prepare their speech to suit their preference.

REFERENCES:

Bullying Prevention Policy, Department of Education and Training, this policy is to be read in conjunction with:

- **Appendix A Leadership Criteria, Roles and Duties**
- **Appendix B Leadership Skills Overview**
- **Appendix C Letter to Parents/Parental Permission Form**
- **Appendix D Tips to Promote Resilience**
- **Appendix E Selection Criteria Rubric**

3. Evaluation:

This policy will be reviewed as part of the school's three-year review cycle

APPENDIX A

Leadership Criteria, Roles and Duties

At Woori Yallock Primary School, we have balanced the need for a large range of leadership opportunities, with the understanding that it is not possible for every student to have a formal leadership position. The available leadership roles are;

- School Captain
- Junior School Council Leader
- Sports Captain
- House Captain
- Animal Leader
- Art Leader
- Numeracy Leader
- Library Leader
- Environmental Leader
- German Leader
- ICT Leader
- Science Leader
- Peer Support Leader

School Captains

The School Captains represent the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They are responsible for preparing the agenda for school assemblies, running assemblies and presenting Class Awards and certificates. The School Captains also greet guests to our school and speak at a range of school functions and events. They take prospective parents on tours of the school and promote the school to the best of their ability.

School Captains – Criteria:

- Demonstrate exemplary behaviour that sets the standard for their peers (consistent throughout their schooling at Woori Yallock Primary School)
- Respect themselves and others including school property, as well as completing all school work to the best of their ability
- Act and speak honestly and politely towards their peers, teachers and community members
- Engage in safe, friendly play and cooperate by working with other students and teachers
- Show consideration to the feelings and differences of others
- Use common sense and think about their actions
- Wear the school uniform with pride and participate in all relevant school activities to their best ability
- Willing to speak in public, address an audience, etc.
- Participate actively in school activities
- Are positive role models at all times

Roles/Duties:

- Plan for and deliver weekly assemblies including organising the weekly awards
- Speak at school functions and events e.g. Prep information night, Christmas Carols
- Take prospective parents on tours of the school and promote the school to the best of their ability
- Speak on behalf of the student body when communicating with teachers, parents, or the wider community
- Support fellow student leaders (house captains, peer support leaders, etc.) in their roles
- Attend leadership meetings and contribute ideas for school improvement

Junior School Council Captains

The Junior School Captains lead by example, meeting regularly with their peers to share ideas and create positive change within the school, the wider community, and beyond. They play a key role in organising meaningful fundraising events and initiatives, helping to support important causes and strengthen the school.

Junior School Council Captains - Criteria:

- Demonstrate exemplary behaviour that sets the standard for their peers (consistent throughout their schooling at Woori Yallock Primary School)
- Respect themselves and others including school property, as well as completing all school work to the best of their ability
- Act and speak honestly and politely towards their peers, teachers and community members
- Engage in safe, friendly play and cooperate by working with other students and teachers
- Show consideration to the feelings and differences of others
- Use common sense and think about their actions
- Wear the school uniform with pride and participate in all relevant school activities to their best ability
- Willing to speak in public, address an audience, etc.
- Participate actively in school activities
- Are positive role models at all times
- Manage time effectively and are reliable and trustworthy

Roles/Duties:

- Run Junior School Council meetings with the focus on improving the school and community, this may involve fundraising ideas to promote across the school
- Actively promote the school values at all times
- Lead, motivate, organise and encourage peers
- Work as leadership liaison between Principal, School Council, and Student Council by meeting at least once per term to deliver a progress report and to receive advice
- Act as student leadership representatives at events such as assemblies, whole school events and events where Woori Yallock Primary School are represented to the wider community
- Conduct tours of the school for special guests
- Run, or assist with assemblies, special days and attend and represent the school at extra-curricular events e.g. concerts, award nights, ANZAC commemoration, and other events that may arise during the year as advised by Principal/AP
- Be respectful, responsible learners, consistently displaying exemplary leadership behaviours
- Other duties as negotiated

Sports Captain

The Sports Captain plays an important leadership role within the school community. They help organise and run sporting events alongside the PE teacher and oversee the borrowing of equipment with the assistance of the House Captains. They also support the House Captains in setting up lunchtime activities and promote sportsmanship and active participation across the school.

Sports Captains - Criteria

- Good sportsmanship and appropriate house/team rivalry
- Have strong organisation skills
- Display equity and fairness at all times
- Wear school uniform appropriately
- Ability to lead peers
- Show confidence in public settings
- Engage in safe, friendly play and cooperate by working with other students and teachers
- Show consideration to the feelings and differences of others
- Use common sense and think about their actions
- Are positive role models at all times

Roles/Duties:

- Supporting the PE teacher to lead whole school events
- Supporting House Captains
- Assisting and encouraging younger students and staff members as required at school events
- Organising events (some lunchtime) and coordinating borrowing sports equipment
- Assisting in the organisation of Woori specific events e.g. Woori Cross Country and Sports Days

House Captains

The House Captains are responsible for promoting equality, excellence and sportsmanship for all members of their house. They assist with sporting events across the school representing their designated house with pride. They help younger students engage in activities by hosting lunchtime events for each year level, aimed at developing student wellbeing.

House Captains – Criteria

- Good sportsmanship and appropriate house/team rivalry
- Display equity and fairness at all times
- Wear school uniform appropriately
- Ability to lead peers
- Show confidence in public settings
- Engage in safe, friendly play and cooperate by working with other students and teachers
- Demonstrate diligence in classroom learning
- Show consideration to the feelings and differences of others
- Use common sense and think about their actions
- Are positive role models at all times
- Manage time effectively and are reliable and trustworthy

Roles/Duties:

- Leading house teams at school events i.e. cross country;
- Assisting and encouraging younger students and staff members as required at school events
- Organising events (some lunchtime) and assisting borrowing sports equipment

Animal, Cultural, Peer Support, Specialist, ICT and Environmental Leaders

These captains represent the school and student body, focusing on their specific area of leadership. Their responsibilities may include promoting their area, organising and running related events, and finding ways to improve their part of the school community.

Animal, Cultural, Peer Support, Specialist, ICT and Environmental Leaders – Criteria

- Demonstrate exemplary behaviour that sets the standard for their peers (consistent throughout their schooling at Woori Yallock Primary School)
- Participate in school activities, programs and events
- Punctual to school with high attendance
- Wear school uniform appropriately
- Ability to lead peers
- Show confidence in public settings
- Diligence in classroom learning
- Are positive role models at all times
- Manage time effectively and are reliable and trustworthy

Animal Leader

The Animal Leader is responsible for caring for our school pets. They feed the animals, clean their enclosures, and help other students learn how to interact with them safely and kindly. The Animal Leader makes sure our pets are always loved, healthy, and well cared for.

Roles/Duties

- Feed the animals and clean their enclosures
- Help students interact with the animals in a safe manner
- Help transfer food to their enclosure
- Take care of the pets and report to the teacher any issues

Library Leader

Our Library Leaders help make our school library a welcoming and organised space for everyone. They assist with sorting and shelving books, creating displays for the library, filming book talks for our TV in the hall way keeping the library tidy and supporting students to find books they'll enjoy. They promote a love of reading and model care and respect for our shared resources.

Roles/Duties:

- Promoting a love of reading throughout the school through creating book recommendations and filming student book talks for the school TV.
- Working alongside staff to purchase new books for the library based on student choice.
- Working alongside the staff Library Leader to help with tidying and organisation of the library on the regular basis.

Numeracy leader:

The Numeracy Leader works alongside the Numeracy Staff Leader to promote a positive culture of mathematics across our school. They help encourage students to see themselves as confident mathematicians, support numeracy activities and events, and share ideas that help make mathematics engaging and enjoyable for all students.

Roles/Duties:

- Assist the Numeracy Staff Leader with numeracy initiatives and activities
- Hand out any Blitzmaster awards at assembly
- Help organise and support maths challenges, competitions and special numeracy activities, such as Woori Math Masters 3-6 Competition
- Create displays or bulletin boards that celebrate mathematics and highlight student learning and achievements
- Share interesting maths problems, puzzles and challenges with students across the school
- Encourage students to use mathematical thinking and problem-solving in everyday situations

Peer Support Leader
The Peer Support Leader helps students in the school yard by encouraging positive friendships and supporting others to get along. They assist in solving small problems that don't require adult help and promote kindness, inclusion, and respect among students.

Roles/Duties:
- Welcome new students and help them settle into school life
- Encourage friendships by including others in games and activities
- Check in with students who might be feeling lonely or left out
- Assist in sorting out minor problems that don;t require an adult
- Promote kindness amongst peers

Art, Science, German Leader
Our specialist classes are a valued part of the Woori Yallock Primary School curriculum. The Specialist Captains show a keen interest in the curriculum area they are appointed to and are relied upon to arrange and organise materials for their classroom.

Roles/Duties:
- Report at set times to assist with regular Science/Art/German room set up and pack down (e.g. before school, recess, lunchtime)
- Help with setting up Science/Art/German displays and assist with ideas for new displays amongst the school
- Show initiative and give suggestions to improve our Science/Art/German room
- Help with organisation and storage of equipment
- Assist with newsletter items, assembly announcements etc. to communicate what is happening in Science/Art/German classes

Environmental Leader
The Environment Captains are responsible for raising environmental awareness within the school. They encourage all students to be mindful of their impact on the environment, and facilitate events such as the Wrapper Free Snack initiative. The Environment Captains ensure that the Woori Yallock Primary School environment is well cared for.

Roles/Duties:
- Organise 'green' events throughout the year
- Place environmental tips in the school newsletter
- Assist to coordinate classroom recycling programs
- Organising 'nude' food activities
- Increase student knowledge on current environmental issues.
- Empower young leaders to take environment and community based action.
- Assist with any clean ups around the school

ICT Leader
The ICT Captains have several responsibilities and are a crucial part of the school. They are relied upon to set up the necessary technology for school assemblies each week.

Roles/Duties:
- Set up the necessary technology for assemblies and special events for the school
- Ensure Year 5 and Year 6 laptops are packed away and on charge at the end of every day
- Inspect all computers and iPads once a month and filling in a condition report (listing any problems the computers may have)
- Run any other student directed activities requiring ICT
- Awareness of the school ICT policy
- Helping younger students in class with technology lessons when required

REFERENCES:
Bullying Prevention Policy, Department of Education and Training.

APPENDIX B

Leadership Skills Overview
Writing a Speech
Your Leadership speech is an important document. It communicates your desire to be a leader and outlines the specific role you wish to fulfil. It is your opportunity to demonstrate leadership skills by being organised and responsible for writing and submitting your speech on time.

What to Include in Your Application
Why you want to be a leader
We want to know that you are passionate about leadership and the reasons you are passionate about it.

Leadership Qualities
Make sure you write about what a good leader is and how you can fulfil this role.

What you can bring to the school
Leadership is about serving others. Therefore it is very important that you explain what you want to do for the school and how you will serve the school community.

Writing Tips:
- Use the information, selection criteria and roles and responsibilities listed in this booklet to help you write your speech.
- Make sure you draft your speech and revise it several times.
- Ask your family and friends to 'proof read' your writing and give feedback.
- Edit your work to ensure your punctuation, grammar and spelling is correct.

Public Speaking
Public speaking is a skill and a quality that every leader should become confident in. As leaders, you will be asked to speak publicly and give speeches regularly. You will have to speak with confidence, clarity and enthusiasm. You will normally do most of your public speaking at assembly in front of the whole school.
When addressing an audience, remember that considering these 5 things **'HELPS:'**
H: Hands Still- don't fiddle
E: Eyes Forward- make eye contact with your audience and look up regularly to engage them in your speech
L: Lazy Pace- take your time to speak at a speed that people find easy to understand what you are saying
P: Posture Please- stand up straight and show confidence in yourself
S: Strong Voice- ensure you speak clearly and loudly and vary your tone with expression

A Really Important Tip
The better organised and rehearsed you are with your speech, the less nervous you will feel when you have to present.

REFERENCES: Bullying Prevention Policy, Department of Education and Training,

APPENDIX C

Parental Permission Form

Dear Parents/Guardians,

RE: Application for a student leadership position in _____

Your child is applying for a Year Six Student Leadership Position at Woori Yallock Primary School. We provide numerous opportunities for leadership at the school and encourage each student to apply for any 3 positions they may be interested in pursuing.

The leadership positions are outlined in the 'Leadership Criteria, Roles and Duties' section of the Student Leadership Policy, which is available via Compass or our website for discussion with your child.

While we wish all students every success, unfortunately your child may not be successful in their attempt to be appointed a Captain. Please refer to the copy of 'Tips to Promote Resilience' to support your parenting should this occur.

For your child's application to be considered, please complete and return the following.

Yours sincerely,
Oliver Thockloth
Principal

……

I understand that:

- Students may hold no more than one formal leadership position.
- Elections are held in the last six weeks of Year 5 in preparation for the following year.
- Students are advised of their positions prior to completing Year 5 and the final assembly for the year.
- A child's leadership position may be suspended or withdrawn under certain circumstances, e.g. breaking the Student Code of Conduct.
- A timeline will be published on Compass and in classrooms outlining key dates.
- The Principal has the right to veto a selection or election.
- My child and I have read and discussed the Woori Yallock Student Leadership Policy document, paying close attention to the Selection Criteria process and Tips to Promote Resilience, all of which is accessible via Compass.

Student name _____ House _____

Parent/Guardian Signature _____ Parent/Guardian name _____

Date _____

Student to complete: Please rate your top three leadership positions with 1 being your most preferred:

_____ School Captain	_____ Animal Leader	_____ German Leader
_____ Junior School Council Leader	_____ Art Leader	_____ ICT Leader
_____ Sports Captain	_____ Library Leader	_____ Peer Support Leader
_____ House Captain	_____ Environmental Leader	_____ Science Leader
_____ Numeracy Leader		

What are your top 3 leadership qualities? 1. _____ 2. _____ 3. _____

APPENDIX D

Tips to Promote Resilience

Resilience is an extremely important quality, which supports a child's mental health and personal wellbeing.

When discussing resilience, we refer to a child's ability to cope with ups and downs, and bounce back from the challenges they experience. Building resilience allows children to deal with current difficulties that are a part of everyday life, but also to develop the basic skills and habits that will set them in good stead to cope with challenges later in life, during adolescence and adulthood.

Children with greater levels of resilience are better able to manage stress and disappointment. As some applicants who wish to obtain a leadership position will be unsuccessful, it is important that students can learn to focus on:

• **Building good relationships with others including, adults and peers**

Even if they feel disappointed, resilient children know that they have successfully handled hardships in the past and use this to assist them to handle future challenges. They can express happiness for their peers and move forward from disappointment with a positive mindset.

• **Building their independence**

Resilient children begin to develop strategies to deal with difficult situations. They use initiative to come up with their own solutions and implement problem-solving strategies.

• **Learning to identify, express and manage emotions**

Even when faced with difficult circumstances, resilient children are able to view the situation in a broader context. A positive outlook enables children to see the good things in life and keep going even in the hardest times.

• **Building confidence by taking on personal challenges**

Change and tough times are often when children learn the most about themselves and their character.

Viewing these moments as learning experiences to find out 'what they are made of' is a useful skill that enables them to quickly bounce back from adversity.

Remember that disappointments are not only a natural part of life, but are valuable teaching points to build the necessary coping skills to succeed!

	EXEMPLARY (4)	VERY GOOD (3)	GOOD (2)	NEEDS IMPROVEMENT (1)	SCORE
Speech / Speaking in public / to an audience	Demonstrates an excellent ability to speak in public or to an audience. They use positive body language, consistent eye contact and vary their tone and volume for different speaking purposes.	Demonstrates a very good ability to speak in public or to an audience. They mostly use positive body language, consistent eye contact and vary their tone and volume for different speaking purposes.	Demonstrates a good ability to speak in public or to an audience. They occasionally use positive body language, consistent eye contact and vary their tone and volume for different speaking purposes.	Demonstrates an acceptable ability to speak in public or to an audience. They rarely use positive body language, consistent eye contact and vary their tone and volume for different speaking purposes.	
Behaviour / Role Model / Common sense / Appropriate actions	Always displays a consistently high level of behaviour and is a positive role model for all students. Always uses common sense and acts appropriately.	Mostly displays a consistently high level of behaviour and is a positive role model for all students. Mostly uses common sense and acts appropriately.	Sometimes displays a consistently high level of behaviour and is a positive role model for all students. Sometimes uses common sense and acts appropriately.	Rarely displays a consistently high level of behaviour and is a positive role model for all students. Rarely uses common sense and acts appropriately.	
Reliable & Trustworthy	They are consistently reliable and trustworthy when completing a task with or without adult supervision	They are mostly reliable and trustworthy when completing a task with or without adult supervision	They are sometimes reliable and trustworthy when completing a task with or without adult supervision	They are rarely reliable and trustworthy when completing a task with or without adult supervision	
Consideration to others & act / speaking respectfully	A high level of consideration is shown (actions & words) and consistently speaks respectfully to others	A good level of consideration is shown (actions & words) and mostly speaks respectfully to others	A reasonable level of consideration is shown (actions & words) and generally speaks respectfully to others	A lack of consideration is shown (actions & words) and rarely speaks respectfully to others	
Cooperation with others	Consistently displays cooperation with others and is willing to work with anyone at all times	Displays cooperation with others and is willing to work with anyone on most occasions	Displays cooperation with others and is willing to work with anyone on some occasions	Rarely displays cooperation with others and a willingness to work with anyone	
Respect for themselves, others & school (property & uniform included)	Displays respect for themselves, others and school at all times. They always wear the school uniform appropriately and respect others opinions, property and differences.	Displays respect for themselves, others and school most of the time. They mostly wear the school uniform appropriately and respect others opinions, property and differences.	Displays respect for themselves, others and school some of the time. They generally wear the school uniform appropriately and respect others opinions, property and differences.	Rarely displays respect for themselves, others and school. They rarely wear the school uniform appropriately and respect others opinions, property and differences.	
Interest & participation in chosen captain field	Demonstrates a strong interest in the chosen captain field and has positively participated in various school events in the chosen field.	Demonstrates an interest in the chosen captain field and has positively participated in various school events in the chosen field.	Demonstrates an interest in the chosen captain field and has participated in various school events in the chosen field.	Has not shown any interest in chosen field and has not participated in any school events in the chosen field.	
				Total	**/28**