



Student Leadership Procedures

Bundanoon Public School



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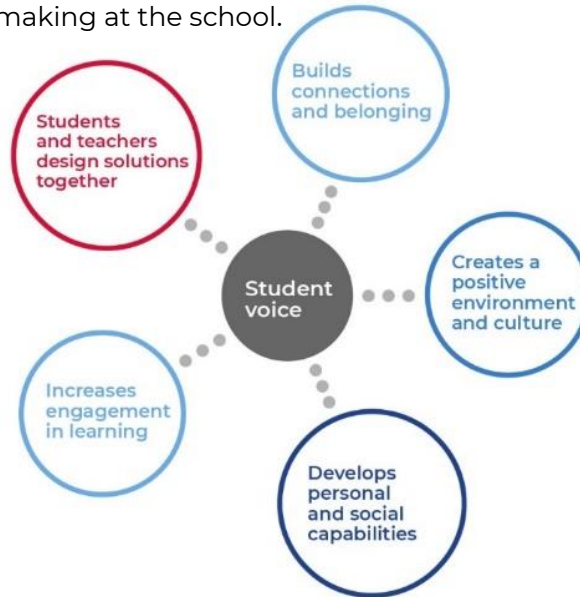
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Rationale

At Bundanoon Public School, leadership is an important aspect of student learning. Classrooms provide a positive learning environment that encourages student voice and develops skills and competence that moves from participation to leadership. A balance between teacher directed and student led, developmentally appropriate activities support authenticity and develop students' agency to own and drive their learning. Teachers and students can work together to develop partnerships, build confidence, self-awareness, and support meaningful learning outcomes.

Student voice is students actively participating in decision-making at school on things which shape their educational experiences.

Student voice is more than just students 'having a say' and 'being heard'. To be successful, schools must value the perspectives and opinions of students and act on them in a way that genuinely shapes learning and decision-making at the school.



Definition

Leadership is defined as students taking responsibility for contributing in a positive way to their own and other people's lives within the Bundanoon Public School community and beyond. Every student can demonstrate leadership in several different ways.

Student leadership model

The student leadership model applied at Bundanoon Public School is defined as a set of school core values, skills and behaviours exhibited by student leaders. These encourage the participation as a leader, a team player and the development of leadership qualities. This is combined with the ability of a leader to be heavily involved in school life and to lead by example.

The model aims to;

- Encourage learning amongst all students about the characteristics and behaviours of successful leaders, as well as developing an understanding of the role of team members and community members.
- Provide opportunities to develop an understanding of the values, skills and behaviours required for leadership.
- Broaden the base of student leadership by providing opportunities for all students to develop and demonstrate leadership values, skills and behaviours in a variety of contexts.
- Acknowledge and reward those students who take on leadership roles.
- Promote a culture of active team membership and good citizenship.

School Leadership Team

School Leadership Team

1. Eligibility

All Year 5 students that are enrolled at Bundanoon Public School are eligible to apply. All students have an equal opportunity to become a school leader.

There are eight student leaders from Year 6 who represent Bundanoon Public School every year. One leader is assigned to lead and support a class, two for Kindergarten. They are selected through an election process which begins in Term 4, when they are in Year 5.

If a student interested in applying for a leadership position knows they will be on approved school leave at the time of the election process, the student is able to approach the School Leader Committee to discuss their application and participation in the election process prior to the election process commencing.

2. Student Leadership Team Interns

At the end of Term 3, the current Student Leadership Team (SLT) select a Year 5 student they would like to mentor in the role of a prospective leader. **This internship does not automatically indicate that the Year 5 student becomes a member of the following year's SLT.** It is an opportunity to **learn to lead** and to serve the school community.

3. Role description

- Provide a positive role model and leadership to the student body.
- Represent the student body at school and community functions.
- Speak at formal assemblies and meet and greet special guests to the school.
- Chair student leadership team meetings and events with the assistance of the teaching staff.
- Encourage students to take pride in their school.
- Assist any student in need.
- Willingness to assist teachers and the community.

4. Suitable candidates

- Ability to speak confidently and spontaneously in public.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Maintain a standard of dress and grooming in accordance with the school's uniform policy.
- Demonstrate school spirit and pride.
- Act and speak honestly, as well as politely toward their peers, school staff and community members.
- Participate actively in school activities.
- Model the school values of a safe, respectful learner.
- Show consideration to the feelings and differences of others.
- Displays initiative.
- Are always positive role models.

5. School Leader Committee

A School Leader Committee will form at the beginning of Term 4 every year. This team will comprise the Principal, the Stage 3 Assistant Principal and a teacher.

6. Election timeline

From Week 1	School Leader Committee is formed
	Student applications are made available by the School Leader Committee
Week 2	Students begin the enrolment process with an application to the principal
Week 5	Interviews with the School Leader Committee begin
Week 7	Speeches
Week 7	Voting is conducted
Week 9	School Leader Committee collates results and confirms successful candidates
Week 10	Successful candidates are announced at the Presentation Assembly by the current leaders
Week 10	School Leader Committee team reviews election processes

The election process is sequential and begins in Term 4.

7. Election process

Nominations will be called from Year 5 students who will be proceeding to Year 6 at Bundanoon Public School the following year. The leadership roles will be taken up at the commencement of the following year by the successful candidates.

Students must complete an application form for leadership positions and complete the enrolment process of an application, interview and speech in order to be successful.

The school leader election process includes four facets;

- an application to the principal
- an interview with the School Leader Committee
- a speech delivered at an assembly
- voting after speeches

The application, interview and speech are marked against criteria to ensure a fair and equitable process for all candidates (see Appendices A, B and C)

8. Application to the principal

Interested candidates will apply in the form of an *Expression of Interest* to the Principal by the closing date. The closing date for applications is final.

The school leaders address several key areas in their application that include:

- school involvement
- leadership qualities
- commitment to the school core values of safe, respectful learner
- leadership experience

9. Interview with School Leader Committee

Students will be placed on the interview schedule in the order that their names are drawn out of a hat to ensure random sampling occurs by the School Leader Committee. Students receive their interview time prior to interviews being conducted. Interviews are scored against criteria that ranks confidence during the interview, how well questions are answered and the student's demonstrated experiences in school participation and leadership opportunities.

10. Speech

School leader candidates prepare and present a 3 minute speech to the staff and students. Students will have time in class to prepare their speech and parents are encouraged to provide feedback prior to the presentation date.

11. Voting

Ballot papers will be created prior to voting. Students will be placed on the ballot paper in the order that their names are drawn out of a hat to ensure that random sampling occurs by the School Leader Committee. The ballot paper will contain each student's name and their school photograph.

After speeches have been presented, students in Kindergarten to Year 6, including candidates and all teachers/staff nominate their preferred candidates. **All votes are equal.** The process will be a secret first past the post ballot. Class teachers will collect completed ballot forms and return to the nominated School Leader Committee member by the end of the day. Students who are absent on the day elections are held forfeit the right to vote.

12. Decision

All four elements of the election process are collated to create the School Leadership Team. After each stage, the children are ranked with 1 being the most successful candidate in that round, 2 being the second most successful candidate until all candidates receive a ranking. A first past the post-election model is utilised. The candidate with the most votes is given a ranking of 1 during the voting round.

After the 4 rounds, each student will have received four ranked scores from their performance in each round. These scores are added together to form their cumulative total or ranking. The eight students with the **lowest** cumulative ranking will be declared the School Leadership Team for the following year. The only exception to this is when there is a tie.

The School Leadership Committee oversees and administers the leadership election process and **their decision is final.**

13. Announcement

Successful applicants will be announced on Presentation Day in Term 4.

14. Privacy

Whilst any parent is entitled to request how school leaders are elected, the school is required to maintain the privacy of all students and is not able to outline the results of other students in relation to a specific child's performance.

15. Student leader performance

School leaders are expected to uphold the core values of safe, respectful learners in all areas of schooling. Appropriate behaviour is an expectation of all school leaders at all times. School leaders are supported by school staff including Stage 3 teachers.

16. School leader contract

School leaders are required to sign a contract outlining their role as a school leader and their commitment to the role (see Appendix D).

17. Actions that may jeopardise student leadership

Student leaders involved in major inappropriate behaviour (see Appendix E) leading to reflection, may have a formal letter sent home to their parents.

In this circumstance, a meeting with the Principal and Stage 3 Assistant Principal will be held.

If a second reflection occurs while the student is a school leader, the student will forfeit their position as school leader.

18. Change of school leadership

In the event that a school leader chooses not to take up the position, or loses their leadership position, a vacancy on the School Leadership Team will become available. The School Leader Committee will invite the next ranking student from the election process to join the school leadership team.

School House Captains & Vice Captains

School house captains and vice captains

Election process

For each house, there will be two House Captains and two Vice Captains. Prior to the first major school sports carnival, the captains will be elected during house meetings. House Captains will be from Year 6 and are not gender specific. House captains and vice captains are not chosen from the newly elected school leaders allowing other students an opportunity within the leadership roles at Bundanoon Public School. If positions are not filled due to low Year 6 student numbers, Year 5 students can be nominated.

Students nominate themselves during a house meeting for the opportunity to be the House Captain or Vice-Captain. Elections are informal. The two students with the highest number of votes will become House Captains and Vice-Captains.

Role description

The roles of School House and Vice Captains include but are not limited to;

- Hold and run house meetings prior school carnivals.
- Demonstrate good sportsmanship at all times.
- Lead by example encouraging team support of the sporting house.
- Encourage team participation and support during carnival days including cheering for team members and maintenance of team areas.
- Coordinate and help house members to make it to their races/events.
- Coordinate and make banners to decorate and promote their house colours.

Responsibilities and delegations

Principal

The principal is responsible for;

- Ensuring that the School Leader Committee is formed at the beginning of Term 4.
- Receiving and reviewing the student applications for all leadership positions.

School Leader Committee

School Leader Committee is responsible for;

- Outlining the election process to all eligible candidates and their families
- Planning and preparing the timeline for the election process throughout Term 4
- Supporting students through the election process
- Distributing all necessary documentation to support the process.
- Interviewing all candidates and organising the speech day
- Preparing the ballot paper and collating the voting
- Review the process

Appendix A: Student leader application criteria

Student Leader Application Marking Criteria

Student details			
Student		Class	
School involvement/achievement			
Ability to demonstrate school involvement and achievement			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Leadership roles and experience			
Ability to demonstrate capacity of leadership roles			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Knowledge of leadership through beliefs			
Ability to demonstrate knowledge of effective leadership qualities			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Attendance			
Ability to demonstrate knowledge of the importance of attendance			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Comments			
Candidacy granted YES NO			

Appendix B: Student leader interview criteria

Student Leader Interview Marking Criteria

Student details			
Student		Class	
Confidence			
Level of confidence when answering questions			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Response to questions			
Level of ability to answer questions with understanding and clarity			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
The role of a school leader			
Level of awareness of the importance and role of the school leader			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Comments			
			SCORE
Committee recommendation			

Appendix C: Student leader speech criteria

Student Leader Speech Marking Criteria

Student details			
Student		Class	
Confidence			
Level of confidence when speaking in front of an audience			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Dictation & Tone			
Ability to effectively use tone and diction when addressing an audience			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Leadership			
Level of understanding of leadership qualities presented in speech			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Leadership capacity			
Demonstration of knowledge of how the candidate will lead or has led			
Limited 1 mark	Sound 2 marks	High 3 marks	Superior 4 marks
Comments			
SCORE			

Appendix D: Student leader roles and responsibilities

Student Leader Roles and Responsibilities

Student leader roles

Roles

- Provide a positive role model and leadership to the student body
- Represent the student body at school and community functions
- Speak at formal assemblies and meet and greet special guests to the school
- Chair student council meetings and events with the assistance of the teaching staff
- Encourage students to take pride in their school
- Assist any student in need when necessary
- Willingly help teachers and the community

Student leader responsibilities

Responsibilities

- Demonstrating the school values of respect, responsibility and excellence
- Wearing correct school uniform and leadership badge.
- Following the school rules.
- Participating in a number of school activities.
- Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

Behaviour that will jeopardise my role as leader

- Abusive language / swearing
- Continued defiance / disrespect / non-compliance
- Physical, aggressive contact – (tackling, wrestling, fighting, inappropriate touching)
- Behaviour that endangers others
- Forgery/ theft
- Intimidation or bullying
- Property damage / vandalism
- Absconding
- Criminal / delinquent behaviour
- Racism
- Poor attendance