



# School Leaders - Procedures

## RATIONALE -

The promotion of student leadership is a priority at Temora West Public School. Students are encouraged to accept leadership roles in the knowledge they will be supported in the position. The School Leaders Procedures outlines the process and procedures used to elect students and the roles and responsibilities that go with the positions. Students will have the opportunity to lead the school body, to represent and speak publicly on behalf of the student body at school functions and at community events.

## POLICY IMPLEMENTATION – General

- Elections will be held in Term 4 for the School Captain & Vice-Captain positions for the following school year
- Year 5 students who satisfy the position criteria and who can fulfil the accompanying roles and responsibilities self-nominate for the positions
- Four students will be elected - one School Captain & one Vice Captain from girl & boy candidates.
- All school staff and students from K – 5 have an opportunity to cast their vote.

## POLICY IMPLEMENTATION – Student Position Criteria

- Demonstrated ability to work within the spirit of the school rules
- Ability to speak publicly
- Demonstrated exemplary behaviour – **displays the values of respect, responsibility, honesty and empathy**
- **Has not exceeded 4 school reflections** in the current school year. **This is reduced to a maximum of 2 school reflections** when a student holds a captain or vice-captain position, exceeding this will result in a replacement student leader being appointed (next in line from voting).
- Ability to make decisions for themselves (without peer pressure)
- Displays initiative
- Works well as a team member
- Proudly wears full school uniform.

## POLICY IMPLEMENTATION – Roles and Responsibilities:

Elected leaders will take on a range of roles which may include, but is not restricted to:

- Conducting themselves in a mature and acceptable way in front of their peers and the school community; setting an example to younger students
- Leading the SRC
- Leading whole school assemblies including; Saying the 'School Prayer' and 'Acknowledgement of Country', handing out awards
- Leading morning lines under the COLA
- Thanking visiting performers and guests when they are finished



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- Representing the school at community events such as the Anzac Day & Australia Day Ceremonies
- Representing the school during Education Week activities
- Welcoming visiting dignitaries when they are at school - Politicians, MPs, School Directors etc.
- Other duties as required.

## POLICY IMPLEMENTATION – School Leader Co-ordinator

- Speak to the Year 5 students about the nomination / election process
- Display the position criteria and responsibilities information in Year 5 classes (**Attachment 1**)
- Distribute position criteria and responsibilities information note for Year 5 students (**Attachment 1**)
- Organise the collection of nominations
- Arrange the time and place for the candidate speeches and subsequent elections
- Organise the voting slips & envelopes.

## POLICY IMPLEMENTATION – Election Timeline

### Nominations - Term 4, Week 6

- Nominations will open on Monday
- Year 5 students will have the position criteria and responsibilities clearly outlined by the School Leader Co-ordinator & receive a copy
- Year 5 students who feel they satisfy the position criteria and can fulfil the responsibilities nominate themselves – by Friday.

### Candidate Election Speeches - Term 4, Week 8

Candidates will present their speech at a special school assembly for Years K - 5 students held in the School Hall. The candidate's election speech may address the following criteria –

- Why they want to be a School Leader
- The personal qualities expected of a School Leader and how they have demonstrated these
- The responsibilities of a School Leader and how they will adhere to our PBL values
- Previous leadership and school representative roles undertaken e.g. (sport, public speaking, choir, band, SRC representative etc.
- Students may also like to add additional personal material that will engage the voter and distinguish them from other candidates.
- Speeches should be no longer than two (2) minutes in length.



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## **Voting Process Students and staff – Term 4, Week 8**

- Voting will take place, after the candidates have delivered their speech
- Students from Years K - 5 will be given a voting slip to vote for one (1) boy and one (1) girl
- Students place an X beside 1 boy candidate and 1 girl candidate
- Each staff member, teaching and non-teaching, may vote for 1 boy candidate and 1 girl candidate with staff votes worth double (i.e. 2 votes).
- The Assistant Principal and the School Leader Co-ordinator (or Principal) will count the votes.
- If students or teachers are absent, they miss out on voting. No voting occurs after speech day.
- The boy / girl student with the highest vote count becomes School Captain. The students to record the second highest vote count become Vice Captains
- Voting results are given to the Principal for announcement and safe storage as the results will be used to identify the next student leader should a School Leader leave the school while in office or be removed from office due to poor behaviour.

## **Notification of Results – Presentation Day**

- Candidates, staff, students and the school community will be informed on Presentation Day of the successful incoming School Leaders
- The School Leaders will be inducted at a special school assembly held early in Term 1.

## **POLICY EVALUATION**

- The School Leaders Policy will be evaluated at the end of the year to assess the success of the program and to inform decisions regarding the program for the following year.



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## ATTACHMENT 1:

### POSITION CRITERIA –

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