



# Normanhurst Public School

## Student Leadership Procedures

### Overview

At Normanhurst Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. This approach recognises that students can be leaders across many different areas and that leadership skills learnt in primary school can lay the foundations for future leadership success. Extensive opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on our school values of:

Respect, Responsibility and Strive for Success.

### School Captains, Vice School Captains and Prefects

#### Role Description:

- Provide a positive role model and leadership to the student body;
- Represent the student body at school and community functions;
- Coordinate school assembly programs;
- Chair Student Representative Council meetings 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.

#### Essential Criteria:

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstration of school spirit and pride.

This means:

1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

### Student Leader Structure

- 1 boy and 1 girl Captain
- 1 boy and 1 girl Vice Captain
- 2 boy and 2 girl Prefects

## Selection Procedure:

- Prospective leaders will obtain a Student Leader Nomination Form which requires them to get another student to support their nomination and a teacher who has taught them in their time at Normanhurst Public School to ratify it.
- Students who have received more than four Minor Incident Cards or a Major Incident Card within the previous year will also need the Assistant Principal for Stage 3 to verify their suitability for nomination and, depending on the nature of the incidents recorded, may not be able to proceed with nomination.
- Students will write their speeches at school during class time on the day of the election.
- Students will write their speeches according to the structured framework provided to ensure they address the criteria. Students are not to use props or make promises about delivering anything of monetary value.
- Election speeches (maximum 2 minutes) will be made in the hall to students in Years 2-6. The **Role Description** and **Selection Criteria** will be made explicit to the voters.
- Following the speeches, students in Years 2 to 6 will return to their classes and vote on the ballot paper.
- All papers are collected, tallied and sent to the Returning Officer for overall counting.
- All teaching staff will vote. A staff member's vote is worth two counts to ensure potential, prospective leaders will uphold and maintain the school values.

The school is to notify the school community of **election week, the Role Description** and the **Essential Criteria**.

The **Role Description** and the **Essential Criteria** will be made explicit to students prior to the election. Students will be made aware that the holding of a Student Leader's position is subject to the fulfilment of their roles and responsibilities.

If a student **has an exemption from attendance** at school on the day speeches are delivered, the student is able to write a speech before they go on leave.

The successful candidates will be informed within a week of the speeches being delivered (without their specific position being disclosed) so that their parents may be invited to Presentation Day when specific positions will be announced.

At the commencement of the next school year, the Student Leader Role Description and Essential Criteria document (refer attached) will be signed by the elected students and their parents/caregivers.

## **Student Representative Council**

### **SRC Class Structure**

Year 2	1 boy and 1 girl SRC member
Year 3	1 boy and 1 girl SRC member
Year 4	1 boy and 1 girl SRC member
Year 5	1 boy and 1 girl SRC member
Year 6	1 boy and 1 girl SRC member

In a composite class, 1 girl and 1 boy will be elected from either grade.

### **SRC Selection Procedure**

Each year, classes from Years 2-6 will vote for their SRC class member during class meetings. SRC members will be presented with their badges at a K-6 Assembly in Term 1.

### **Role Description:**

- Provide a positive role model and leadership to the class cohort;
- Represent their class at SRC meetings;
- Receive and accept assembly awards on behalf of their class.

### **Essential Criteria:**

- Ability to speak confidently in public;
- Maintenance of a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstration of school spirit and pride.

## **House Captains and Vice House Captains**

### **Role Description:**

- Provide a positive role model and leadership to the student body;
- Represent the student body at school sports activities and sports carnivals;
- Coordinate activities, House songs and manage teams;
- Encourage students to take pride in their house colours;
- Encourage students to participate in all sporting activities and carnivals;
- Help teachers in coordinating special sports activities and days;
- Willingly help teachers to maintain sports store and sports equipment.

### **Essential Criteria:**

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a standard of dress and grooming in accordance with the school's uniform policy;
- Consistent participation in sporting carnivals;
- Demonstration of school spirit and pride.

This means:

1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

### **House Captain Structure**

1 boy and 1 girl House Captain for each house (Acacia, Banksia, Eucalypt and Waratah)

1 boy and 1 girl Vice House Captain for each house

### **House Captain Selection Procedure**

At the beginning of the school year 1 girl and 1 boy House Captain and 1 girl and 1 boy Vice House Captain will be elected. House Captains and Vice House Captains will be from Year 6.

Students nominating for the House Captain or Vice House Captain will prepare a brief speech (no longer than 1 minute) referring to the Role Description and Essential Criteria Statement. The speech will be prepared on the day of the House Meetings.

Elections are informal. Nominated students leave the room during voting which is by the 'heads down, hands up' procedure. The students with the most votes will become House Captain and Vice House Captain.

# Normanhurst Public School Leadership Policy

## Role Description and Essential Criteria

### Role Description

#### As School Captain, Vice School Captain or Prefect

##### I will -

- provide a positive role model and leadership to the student body;
- represent the student body at school and community functions;
- coordinate school assembly programs;
- chair Student Representative Council meetings 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.

### Essential Criteria

#### As School Captain, Vice School Captain or Prefect

##### I acknowledge that I will -

- endeavour to speak confidently and spontaneously in public;
- 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.

This means:

1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Normanhurst Public School Leadership Policy

## Role Description and Essential Criteria

### Role Description

#### As a House Captain or Vice House Captain

##### I will -

- provide a positive role model and leadership to the student body;
- represent the student body at school sports activities and sports carnivals;
- coordinate activities, House songs and manage teams;
- encourage students to take pride in their house colours;
- encourage students to participate in all sporting activities and carnivals;
- help teachers in coordinating special sports activities and days;
- willingly help teachers to maintain sports store and sports equipment.

### Essential Criteria

#### As a House Captain or Vice House Captain

##### I acknowledge that I will -

- endeavour to speak confidently and spontaneously in public;
- 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;
- consistently participate in sports carnivals;
- demonstrate school spirit and pride.

This means:

1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Other Leadership Roles and Programs**

### **Band Captain**

#### **Role Description:**

- Provide a positive role model and leadership to the school bands;
- Represent the school bands at school and community performances;
- Encourage students to take pride in their bands;
- Encourage students to participate in all band activities and performances, including setting-up and packing up rehearsals;
- Help teachers and the conductors in coordinating band activities and performances;
- Willingly help teachers and the conductors to maintain instrument storage areas, band equipment and rehearsal spaces.

#### **Essential Criteria:**

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class, school and band activities;
- Maintenance of a standard of dress and grooming in accordance with the school's uniform policy;
- Consistent participation in band rehearsals, performances and workshops;
- Demonstration of school spirit and pride.

This means:

1. Wearing correct school and band uniforms
2. Following the school values
3. Participating in a number of school band activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

### **Structure**

One boy or girl Band Captain is chosen each year.

### **Selection Procedure**

At the beginning of the school year a girl or boy Band Captain will be selected on merit by the teacher in charge of the bands and the Musical Director. The Band Captain is presented with their badge at a K-6 Assembly in the second half of Term 1.

## **Library Monitors**

### **Role Description:**

- Assist the Teacher Librarian in the library one lunchtime each week;
- Provide assistance to students and teachers as needed;
- Be responsible for:
  - borrowing and returning resources using the library circulation computer
  - the distribution and pack up of games, paper, pencils each lunch break
  - assisting students
  - shelving books in correct locations
  - keeping the library space well presented
  - assisting with library displays and other activities.

### **Essential Criteria:**

- Demonstration of reliability, helpfulness and punctuality
- Ability to perform duties as directed
- Being a cooperative team member
- Maintenance of sensible behaviour
- Demonstration of an interest in promoting the library
- Completion of library monitor training sessions

### **Selection Procedure:**

- Interested students in Year 6 attend an information session and receive an application form
- Students submit their written application as per the directions on the handout
- Successful candidates are badged at a school assembly



## **Year 6 Additional Leadership Roles**

Year 6 students perform additional leadership roles which are shared equitably among them on a rotational basis each term.

These roles include:

- Flag Monitors
- Bell Ringers
- Sound Monitors
- Recycling Monitors

## **Peer Support**

All Stage 3 students are trained in the Peer Support program which develops skills around the school's core values of Respect, Responsibility and Strive for Success. Each Year 6 student is allocated a group of Kindergarten to Year 5 students to lead and mentor in the Peer Support Program.