

# FREEMANS REACH PUBLIC SCHOOL

## Student Leadership

### School Procedure

March 2023



#### Rationale

Part of our role in schools is to develop the leadership skills and potential in all students, preparing them to be effective and contributing adult citizens within their world. In all areas of leadership, the school tries to maintain gender equity where this is possible and supports the school selection criteria.

#### School Leadership Team – 4 School Leaders

The students selected will be school leaders. Therefore, to be eligible, each student must have demonstrated over time a capacity for this role.

#### Selection Criteria

To be eligible to be considered for nomination, a student must

- Be a Year 5 student
- Be safe, respectful and responsible learners and school citizens and demonstrate, during Year 5, high standards of,
  - Responsible behaviour
  - Fair-mindedness
  - Respect for authority
  - Reliability and dependability
  - Effective communication skills
- Have been issued with no suspensions or cautions for suspension

#### Procedure

The election process will be outlined to all Year 5 students, including the criteria being used for selection of candidates.

Nominations - Year 5 students will be given the opportunity to self-nominate or nominate another Year 5 student. Each nomination must be signed by the student's parent.

Students nominated are matched to the selection criteria and a list of successful applicants is established.

Those successful are asked whether they wish to accept the nomination. Those accepting the nomination will be given 2 weeks to prepare a 2-minute speech on the skills they feel they demonstrate to be a successful school leader.

At an assembly, each student will be introduced to make his/her speech.

After the speeches, students will return to their classroom for voting. Only students in Kindergarten to Year 5 vote, by filling in a ballot paper.

The staff will also vote, with each of their votes being worth 3 student votes.

The successful candidates will be inducted at the End of Year Presentation Assembly.

A student can lose his/her place on the leadership team for a serious breach of the school expectations.

### **Roles and Responsibilities**

- Raising and lowering the Australian, Aboriginal and Torres Strait Island flags each day
- Preparing and running school assemblies each fortnight
- Welcoming and thanking official guests
- Tasks as requested by school staff
- Distributing office notes
- Advocacy for students
- Participate in the SRC
- Wear full school uniform with pride
- Be an ambassador for the school

## **House Captains - 2 from each house group**

### **Rationale**

Freemans Reach Public School students are divided into 4 House groups. Each house develops its own spirit, which is carried onto the sporting field and other school activities, developing a gentle, competitive rivalry. House points can be given for sporting success and participation. Each house group has 2 House Captains. Teachers are also allocated a House group.

### **Selection Criteria**

Each House holds a meeting at the end of the school year. School Leaders are able to be nominated for House Captain positions but cannot hold 2 positions. Students are nominated and silent elections held within the meetings. Successful candidates are inducted at the End of Year Presentation Assembly.

A student can lose his/her place as a House Captain for a serious breach of the school expectations.

### **Roles and Responsibilities**

- Lead and encourage their respective house groups in all areas of school life
- Represent their house at carnivals and participate in the organisation and running of carnivals
- Organise the House war cry and relay teams
- Keeping the sports store room neat and tidy
- Organise sports equipment for activities
- Tasks as requested by school staff
- Advocacy for students
- Wear full school uniform with pride
- Be an ambassador for the school

## SCHOOL LEADER AND HOUSE CAPTAIN ELECTION PROCEDURES

Dear Parents

Year 5 students who wish to take on the role of a School Leaders for <insert year> now have the opportunity to nominate. The position of either School Leader or School Sport Captain comes with a certain level of responsibility and it is extremely important that students understand the expectations before they nominate. The school has prepared guidelines which include essential information for both the students nominating and their parents to read, discuss and sign.

We ask that students understand that if the guidelines are not followed that their leadership role may be temporarily or permanently taken from them.

For the position of **SCHOOL LEADER** the nominees will need to present a signed nomination form and prepare a two minute speech.

For the position of **SCHOOL SPORT CAPTAIN** the nominees will need to present a signed nomination form and the voting process will take place at a house meeting in the coming weeks.

All leadership positions will be determined by following these procedures;

- A signed *School Leader and House Captain Guidelines and Nominee Form* must be handed to Mrs Cain or Mr Baxter **by <Date>**
- Speeches for School Captain are to be written at home and will be delivered at school during an assembly on **<Date and Time>**. Speeches must follow the suggestions stated in the guidelines provided. Parents are welcome to attend the assembly.
- Students may require some guidance in order to prepare for their speech and therefore may ask their class teacher.
- *School Leader and House Captain Guidelines and Nominee Form* will be fully adhered to by the school.
- Successful candidates for both School Leader and School House Captains will be announced on Presentation Evening on the <insert date>

The school encourages all students to consider nominating for one of the leadership positions and wishes all nominees the very best of luck in their pursuit.

Regards

Miss Ayoub and Mr Baxter

**Assistant Principals**

## School Leader and House Captain Guidelines and Nominee Form

The role of a school leader and house captain is a very important one in our school. By accepting my nomination to stand for either a school or house captain, I agree to adhere to all of the following guidelines that have been compiled by the staff and the SRC of Freemans Reach Public School. I understand that if I don't fulfil the responsibilities of the position I could lose my captain or house captain role.

### GUIDELINES

- Elected House Captains are expected to actively participate in as many events in the Athletics and Swimming Carnivals as possible in order to be a role model and leader for all the younger students in the school.
- Elected House Captains will try to encourage all junior house members to foster team harmony.
- Elected House Captains will be a role model for others by wearing appropriate sports uniform and sun safe clothing.
- Elected House Captains will be responsible for the sports shed and assist with organisation of sport equipment.
- Elected House and School Leaders must attend as many SRC meetings as possible.
- Nominees for School Leader will deliver an appropriate election speech which will contain their reasons for wishing to be captain and an outline of their achievements and school history. It should only be of approximately two minutes in length. Speeches are to be of a traditional manner and are not to be "gimmicky".
- Nominees are not to engage in "lobbying" before the captain speeches and or voting.
- Elected School Leaders will always endeavour to uphold all Freemans Reach School values to the very best of their ability. Such values include;
  - *Be Responsible, Safe and Respectful Learners*
  - Always being courteous to students, staff and visitors
  - Never engage in any bullying behaviour towards any student
  - Always represent our school to the best of their ability
  - Complete all school captain duties diligently
  - Always wear full school uniform, which includes black shoes and school hat.

I nominate for:

**SCHOOL LEADER**

**SCHOOL HOUSE CAPTAIN**

I understand all these guidelines and the consequences if I choose not to follow them.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Carer Name: \_\_\_\_\_

Parent/Carer Signature: \_\_\_\_\_

## **Peer Support and Buddy Programs**

### **Rationale**

Students have a great capacity to provide encouragements, support and role-modelling to their peers.

At Freemans Reach Public School we operate a Peer Support program following the guidelines of Peer Support Australia. We also formalise a buddy program for incoming kindergarten students, providing them with a familiar face and support person in the early days of school.

### **Selection Criteria**

All Year 6 students participate in Peer Support Leadership training. Group Leaders and co-leaders are selected by the teachers, based on how they participated in the training.

Kindergarten buddies are selected from Year 5 students by teachers in order to support the Kindergarten Orientation program.

A student can lose his/her place as a Peer Support Leader for a serious breach of the school expectations.

### **Procedure**

#### **Peer Support Program**

Peer support leader training takes place late Term 1, with the Peer Support Program run each week during Term 2 for 8 weeks. Each week is timetabled for a lesson as a group activity led by the trained student leaders and is followed by a debrief session and planning for next lesson. All the school participates in the program by being organised into groups made up boys and girls and different ages K-6.

The Peer Support groupings may be used for other events during the school year.

#### **Kindergarten Buddy Program**

In Term 4, Year 5 students are asked to become *Buddies* for the incoming Kindergarten students. The Kindergarten and Stage 3 teachers work with these students, outlining their roles and responsibilities, partnering them with individual students. They participate in orientation activities and support their buddies upon enrolment. Regular 'buddy' time is scheduled throughout the year.

## **Student Representative Council**

### **Rationale**

Freemans Reach Public School is a partnership between teachers, parents, students, and the wider community. Students' input into formal decision making is integral to our combined success. A formal and structured Student Representative Council will provide a forum for all students to express their views and to have them heard.

### **Aims of the SRC:**

To provide a structured forum where students develop skills in leadership and communication

To ensure every student has a voice

To allow students to solve real problems and make real decisions

To provide a culture that encourages students to share with the school executive, teachers and school community in the decision making

### **Membership:**

School Leaders (4)

Year Representatives (2 per class)

SRC Coordinator (teacher)

SRC President (optional up to 2 students – to an outstanding student who does not hold a leadership role)

Principal

The principal may attend at his/her discretion, whereupon they will have the right to discuss and vote on SRC business.

Two class representatives will be elected by their class and teacher. It is the responsibility of the class teacher to check to see who the SRC members were the previous year. Students cannot be SRC representatives for their class in consecutive years. Eg. If a student was a class representative in 2022, then their next chance to be up for nomination again would be in 2024. Each student will vote confidentially on their 2 preferred candidates. The two students with the most votes will be elected as their class representatives (This can be two boys, two girls or 1 boy & 1 girl).

In a composite class, 1 student will be elected to represent each year. E.g. in a 3/4 class, 1 student will be elected from Year 3, and 1 student from Year 4.

Elected members will receive badges, will be recognised at a school assembly and will receive directions as to their role and meeting.

A student can lose his/her place on the SRC for a serious breach of the school expectations.

## **Roles and Responsibilities**

- Attend and contribute to meetings
- Collect ideas and issues from other class members for discussion at the meeting
- Have input into student focused endeavours and decisions as a forum and through surveys
- Fundraise for charity and school projects

## **Meeting procedures:**

The SRC will meet once every 3 weeks during lunchtime.

SRC meeting agendas will be distributed to all classes in the week leading up to a scheduled meeting. Classes are to read through the previous minutes and put forward any new issues for their class representatives to discuss at the upcoming meeting.

Minutes of each meeting are to be taken, then edited and distributed appropriately.

Copies of each meetings minutes to be emailed to the principal.

The opinions/ideas expressed by the SRC will be carefully considered by the teaching staff and principal. Appropriate feedback can be discussed at staff meetings.

## **Library Monitors**

### **Rationale**

The library is a major hub of the school where students are immersed in and develop a love of literature. Library monitors reflect a passion for books which is passed onto fellow peers.

### **Selection Criteria**

Library monitors are selected from interested Year 5 students. They are presented with a badge at a school assembly. A student can lose his/her place position as a library monitor for a serious breach of the school expectations.

### **Roles and Responsibilities**

- Library monitors will be rostered on for various days of service in the library
- Shelving books and library items
- Assist younger students with locating books from the terminal
- Keeping the library tidy
- Displaying a passion for books – both fiction and non-fiction and promoting this to their peers