

# Burke Ward Public School

## Student Leadership Procedures

### Purpose

The purpose of this policy is to clarify the formal leadership roles available to students in Year 6 at Burke Ward Public School. This policy explains the selection process, the expectations of the school of any student in a leadership position, how to maintain leadership status and what legacy each leader is expected to leave for those that follow them.

### Values and Vision of Burke Ward Public School

At Burke Ward Public School, we believe that education is a partnership. A partnership that goes beyond the parent, student and community. We inspire the development of life-long learners, creative and innovative thinkers, engaged learners in a professional, supportive and collegial environment. An environment that nurtures individuality supports personal development and rejoices in all achievements gained. Our students and staff are all leaders in education. We believe leadership is a collaborative process rather than a position, therefore all stakeholders must be a participant in the development of the educational journey.

**The Positive Behaviour for Learning Values are:**  
**Respect, Responsibility and Honesty.**

### Student Leadership Positions

Formal student leadership bodies at Burke Ward Public School are:

- The Year 6 Leadership Team
  - School Captains (male and female)
  - Vice School Captains (male and female)
  - Prefects (4 additional students - non-gender specific)
- The SRC (Year 2 - Year 6) - two per class non-gender specific (representatives for 1 semester)
- The SEC (Kindergarten - Year 6) two per class non-gender specific (representatives for 1 semester)
- Sport - two House Captains and two Vice Captains - non-gender specific, not holding office in other leadership areas

The following policy will inform the practice and procedures for the Year 6 Leadership team both in gaining one of these positions and what is expected to maintain these positions.

### The Year 6 Student Leadership Team

Student Leaders have a major role to play in the day-to-day activities occurring at Burke Ward Public School. They are the public face of the student body as well as the children with the task of improving the school for their classmates and leaving behind a legacy of respect and achievement.

## Roles and responsibilities

All student leaders will be expected to:

- Be a positive role model and demonstrate leadership qualities to the student body.
- Model the school values of Respect, Responsibility and Honesty.
- Wear the correct school uniform.
- Inspire others to follow in their footsteps.
- Support each other.
- Work together.
- Be responsible for the flags, benches in front of library and signs for the playground.
- Run assemblies.
- Run morning assemblies.

### Captains

- Host presentation night.
- Represent the school at events both in school and in the community.
- Greet, introduce and thank guests and visitors to the school.
- Take part in the following year's presentation night (handing out awards).
- Take part in the following year's induction ceremony and give a short speech.

## Essential Criteria

Students who hold leadership positions must demonstrate the following consistently:

- Initiative and leadership
- Ability to speak in public to students and adults
- Self confidence
- Team work skills
- A commitment to attending and participating in school and community events which may fall outside normal school hours. E.g. ANZAC Day, Swimming Carnival and other events that may arise
- Be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking
- Ability to maintain acceptable standards of work and behaviour in class and school activities

They must also demonstrate school spirit and pride by displaying:

Respect	Responsibility	Honesty
Listen and speak in a polite way Share friends, space and equipment Accept and celebrate difference	Be a positive role model Do what is right even when it is difficult Be prepared and punctual Be accountable for the choices you make	Be resilient and bounce back Be truthful and reliable

Allow others to learn Care for people, school property and environment. Follow instructions and show respect to all staff, students and visitors	Demonstrate trustworthiness, reliability and helpfulness Wear the correct school uniform	
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## Selection and Eligibility

The selection of school leaders at Burke Ward Public School is designed to identify the students who are best able to represent the values of the school. The process is designed to be fair and transparent at all stages.

School leaders will be selected using the following procedure:

### Pre-Nomination

- All year 5 students will attend a student leadership information session
- Interested students will complete an expression of interest form (parental and teacher support required) (Appendix 1)

### Round 1

- Students with signed EOI forms will attend a workshop/s to support them to complete a questionnaire (Appendix 2).
- The questionnaire will be completed at school

### Round 2

- All applications will go to a panel consisting of the Principal, Teacher Representative and Parent Representative (via P&C). The applications will be discussed and judged against a rubric (Appendix 3).
- Applicants who do not meet the rubric criteria will be eliminated from the process at this juncture.
  - **NOTE:** No more than eight male and eight female students will be invited to deliver a speech.
  - **NOTE:** There will be an equal number of male and female students presenting speeches.
- Students with successful applications will be formally invited to deliver a speech to the student body.
- Unsuccessful applicants will be told of the decision and feedback will be provided to them and their parents (if requested).

### Round 3

- Student speeches will be written at school, while attending a workshop, supervised and led by a teacher (who does not teach Stage 3 and who does not have a relative among the candidates).

- Students will deliver a speech (see speech guidelines - Appendix 4) demonstrating their leadership capacity.

### Voting

- Students in Year 2 - 5 and all Burke Ward Public School staff will vote using a preferential system.
  - Candidates will be ranked in order of preference with separate male and female voting slips.
  - The students will be randomly allocated a position on the ballot paper.
  - A teacher with no vested interest in the candidates (relative, student in their current class) to supervise the vote.
  - The current year 6 students assist scrutinising ballot papers (any relatives of candidates to be allocated to a role outside of ballot room).
  - Votes are placed in a locked ballot box.
- Ballot box is unlocked and sorted by the panel, with a neutral scrutineer observing process for integrity of the sorting and counting process.
  - The male and female students with the highest number of votes will become the School Captains.
  - The male and female students with the second highest number of votes will become the School Vice-Captains
  - The prefects are selected from the next 4 students with the highest number of votes.

### Electoral Outcomes / Announcements

- All candidates (and parents) will be invited to a meeting with the principal, to be informed of the outcome of their individual vote. No ranking of office will be revealed until presentation night.
- At the presentation night, the Principal will invite the incoming school leadership team to the stage and will announce the School Captains, Vice-Captains and Prefects.

### Induction of School Leaders

- Presentation of badges by parent or nominated person will be done by a parent (or family representative) at our Leadership Induction Assembly which occurs a few weeks into the first term.
- The school captains, vice-captains and prefects are presented with their badges. Followed by a morning tea with family members.

**NOTE:** Senior students not elected as a school captain, vice-captain or prefect will be given opportunity to demonstrate their leadership skills in other areas. Eg. Sport Captains, SRC, Library Monitor

## Ineligibility for Leadership Positions

A student will be deemed ineligible for nomination if they:

- have an attendance record below 85% (without medical reason or exceptional reasons).
- have been suspended during the previous six months (with exceptional circumstances considered by the Principal).

Students who have been deemed ineligible will be informed. This matter can be discussed further at a meeting if requested by parents.

## Maintenance of position

Following notification of inappropriate behaviour by members of the school community and depending on the severity of the behaviour, action will be taken as follows:

- Warning and counselling by the SRC Patron (including a phone call to parents/carers)
- Warning and counselling by the Principal (including a phone call to parents/carers)
- Loss of position (badge & privileges) for two weeks;
- Loss of position (badge & privileges) for the rest of the year. If this occurs in Semester One, the student will be replaced by the next eligible candidate at the previous year's election and not have their name recorded on the school's honour board. (A push up system will occur eg- School Captain loses position, vice-captain will replace, a prefect will step up to vice-captain and a new prefect will be elected)

The Principal will determine the decision (in consultation with relevant staff) as to the length of the loss of position. If the behaviour is severe e.g. inappropriate language or threatening behaviour towards a member of staff, parent or visitor, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.

## Vacancies

If a leadership position is vacated through a student leaving BWPS, in semester one, the following will occur:

- The Principal and Teacher representative will check the votes for the next student in line for a position.
- If the position of captain is vacated: vice-captain of the same gender will become the captain. The student with the highest prefect vote (of the same gender) will move into the vice-captain position.

## Appendix 1: Expression of Interest for a Leadership position

I \_\_\_\_\_, wish to nominate for the position of a student leader at Burke Ward Public School. I agree to abide by the expectations of a school leader to the best of my ability and accept the duties, responsibilities and expectations should I be elected.

I am aware of the eligibility criteria and understand that if I do not meet the criteria my application will not proceed.

\_\_\_\_\_  
Nominee (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nominees parent / carer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supporting Teacher

\_\_\_\_\_  
Date

## Appendix 2: BWPS Leadership Nomination Form

1) Why would you like to be a school leader?

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2) Our School values are: Respect, Responsibility and Honesty. What do these mean to you?

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3) What have you done in the past to contribute to Burke Ward Public School?

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

4) If you are elected as a student leader, how will you contribute to the school?

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5) Other information you would like to share to support your application

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### Appendix 3: Rubric for panel judging applications

Applicant Name : \_\_\_\_\_

	<b>Outstanding</b>	<b>Sound</b>	<b>Basic</b>
Why would you like to be a school leader?	Several reasons given for why they would like to be a school leader	One reason given for why they would like to be a school leader	No reason given for why they would like to be a school leader
Our School values are: Respect, Responsibility and Honesty. What do these mean to you?	Provide a few examples of how they understand the school values as outlined in the <b><i>Essential Criteria</i></b>	Provide one example of how they understand the school values as outlined in the <b><i>Essential Criteria</i></b>	Provide no examples of how they understand the school values as outlined in the <b><i>Essential Criteria</i></b>
What have you done in the past to contribute to Burke Ward Public School?	Participated in multiple extra curricular activities. For example: Anzac Day March, Dance Group, Choir, SEC, SRC, Sports House Captain, Public Speaking	Participated in a few extra curricular activities. For example: Anzac Day March, Dance Group, Choir, SEC, SRC, Sports House Captain, Public Speaking	Participated in no extra curricular activities
If you are elected as a student leader, how will you contribute to the school?	Gives multiple examples of how they would contribute	Gives one example of how they would contribute	Gives no examples of how they would contribute

### Appendix 3: Speech Guidelines

#### Do:

- Write a speech -
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- 2 minutes in length
- No visual aids
- List your qualities that would make you a good leader
- Reasons why you deserve the opportunity to undertake the position
- Examples of how you are a team player
- Application (Appendix 2) can be used as a basis for speech

#### Avoid:

- Making promises you can not implement

#### Don't

- Promoting your election using bribes, flyers etc...

NOTE: If you have a planned absence on the day of the speeches, you may record your speech at school in front of Year 6.