

West Pymble Public School



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To work and to smile

Student Leadership

Approved: West Pymble Public School
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ROLE OF SCHOOL STUDENT LEADERS

Outcomes:

- Students, parents and staff understand the roles and responsibilities of School Captains and House Captains.
- Students, parents and staff are aware of the process of electing student leaders.

1. Introduction

Students who aspire to, and accept the role of School Captain, School Vice-Captain, House Captain or Student Councillor must have a clear understanding of their role and the responsibilities associated with the role.

2. General Responsibilities

The West Pymble Public School Student Leaders' Code outlines the responsibilities pertaining to all roles. The responsibilities are:

- to follow the West Pymble Public School Code of Behaviour
- to be an excellent role model for all students,
- to show respect to all members of the school community,
- to wear the school uniform properly to school and school functions, and
- to assist students, staff and parents through the diligent and courteous performance of duties associated with the role.

Students must clearly understand these responsibilities and be prepared to sign the School and House Captains' Code of Behaviour verifying their commitment. Students must understand that persistent breaches, or a serious breach of this Code may result in the loss of office.

3. Role Statements

School Captains

- represent the school at official functions within and outside the school
- prepare and present speeches at school functions and assemblies
- lead weekly school assemblies
- present awards/gifts at special occasions within and outside the school
- chair fortnightly Student Representative Council meetings
- welcome official visitors and escort visitors around the school

School Vice-Captains

- deputise for School Captains when they are not available
- attend the fortnightly Student Council Meetings.
- lead weekly school assemblies
- welcome official visitors and escort visitors around the school.

House Captains

- assist staff conduct house meetings
- organise house cheer squads
- organise and lead house activities during sports carnivals
- accept awards on behalf of their house at weekly assemblies
- assist with the loan of sport equipment at lunchtimes as required
- wear correct uniform
- obey school rules
- extra duties as required, for example, recording students with out hats at lunchtime, involvement in clean playground program.

Student Representative Councillors

- attend all SRC meetings
- organise and lead class meetings
- report to the SRC on suggestions or concerns from their class
- report back to their class about SRC activities

Support

The Principal, Assistant Principal and Year 6 Teacher will assist the School Captains and Vice-Captains to fulfil their roles.

The Coordinator of the Student Representative Council will support the members of the Student Representative Council.

The Sports Coordinators and House Patrons will assist House Captains to fulfil their roles.

ELECTION OF SCHOOL CAPTAINS, HOUSE CAPTAINS AND STUDENT COUNCILLORS

Outcomes:

- The election of students able to fulfil the duties and responsibilities of the School Captains and House Captains.
- The election process is highly visible, easily communicated and understood.

CAPTAINS AND VICE-CAPTAINS

<u>Outcome:</u>	One boy and one girl will be elected as School Captains for the following year. One boy and one girl will be elected as School Vice-Captains for the following year.
<u>Electorate:</u>	Year 1 to 5 students and staff
<u>Returning Officers:</u>	The Principal and an Assistant Principal
<u>Roles and Responsibilities:</u>	Assistant Principal or delegate discusses the roles and responsibilities with Year 5 students
<u>Nomination:</u>	<p>Year 5 students. Peer and self-nomination are appropriate. No limit on the number of nominations. Nominations called for in Week 4 (Term 4).</p> <p>If a student is deemed not suitable at this stage, then the child's name will be removed from the list of nominees. This decision shall be made by the principal, in consultation with the executive.</p>
<u>Posters:</u>	<p>Candidates display posters from Monday Week 5 (Term 4). Posters (one A4 size poster per candidate including name and photo) must be <u>the work of the students only</u> . The poster should also indicate ways each student can fulfil the role and responsibilities of a school leader.</p>
<u>Speeches:</u>	Limited to two minutes and should answer <u>two</u> compulsory questions and <u>one</u> free choice question.
	<u>Compulsory Questions:</u>
	<ol style="list-style-type: none">1. <i>What do you feel are the responsibilities of a school captain?</i>2. <i>What qualities do you have that would make you a suitable school captain?</i>
	<u>Free Choice Questions</u>

1. *How would you make sure that you were always a good role model for the children of West Pymble Public School?*
2. *How would you help the children to obey the school rules?*
3. *What contribution to the school do you think the Student Council would make in 2009?*
4. *What is one idea you think would make our school a better place?*
5. *What is one thing that has happened this year which has made you proud to be at West Pymble Public School?*

An Assistant Principal or delegated staff member will address all Year 5 students prior to the preparation of speeches outlining the roles and expectations of school student leaders and provide guidelines for speech writing.

Speeches given during Week 6 (Term 4)

Voting:

Voting will occur immediately after each session of speeches.

Each person will vote for two boys and two girls.

Voting will be weighted as follows:

Students ...	<i>one vote</i>
Staff ...	<i>two votes</i>

Secret ballot

The results of the voting will be taken as a recommendation from the student body and staff to the school executive. The Principal will have a secret casting vote, if required.

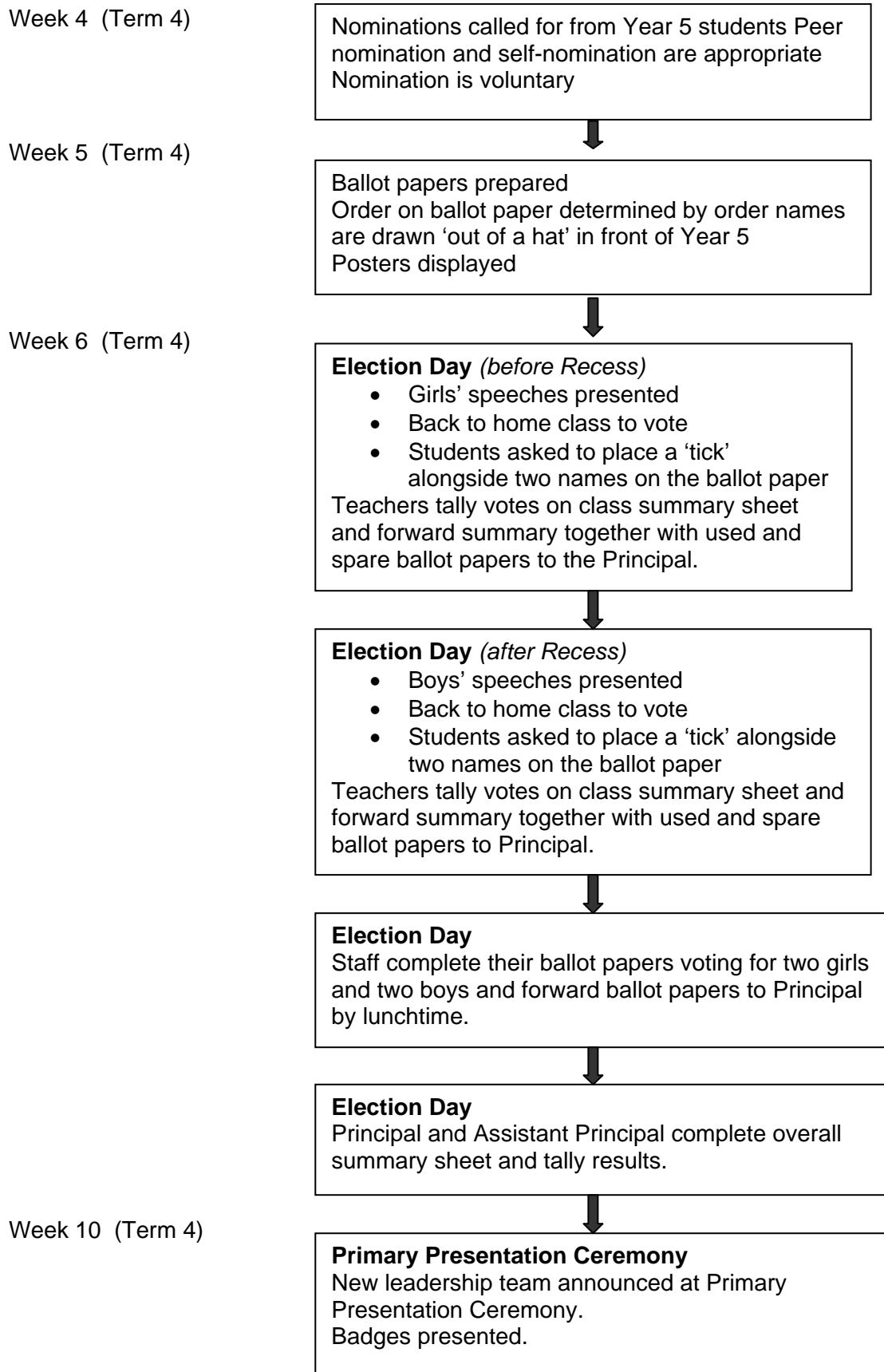
Selection:

The boys with the highest number of votes will be declared Captain and Vice-Captain respectively. Similarly, the girls with the highest number of votes will be declared Captain and Vice-Captain respectively.

Results:

Announced at the Presentation Ceremony where badges will be presented.

Flow Chart: Election Process for School Captains and Vice-Captains



HOUSE CAPTAINS AND HOUSE VICE-CAPTAINS

House Captains and Vice-Captains will be elected at the end of each year in readiness for the following school year. Elected students will hold office for one school year. House meetings will be held in Week 7 of Term 4. At these meetings, Year 6 students wishing to be considered for the positions of House Captain or House Vice-Captain will present a speech limited to two minutes. When votes are counted, names of students already elected as School Captains and Vice-Captains will be removed from the summary sheet.

Outcome: One girl and one boy are to be elected as Captains per house

Electorate: House members, Years 1– 5 and staff

Nomination: Year 5 students
Peer and self-nomination are appropriate
No limit on the number of nominations
Nominations called for in Week 5 (Term 4)

If a student is deemed not suitable at this stage, then the child's name will be removed from the list of nominees. This decision shall be made by the principal, in consultation with the executive.

Speeches: Limited to two minutes.
Speeches given at House Meetings in Week 7 (Term 4) and should answer the following questions:

1. What do you feel are the responsibilities of a school house captain?
2. What qualities do you have that would make you a suitable house captain?

Voting: Secret ballot
Voting will be weighted as follows:

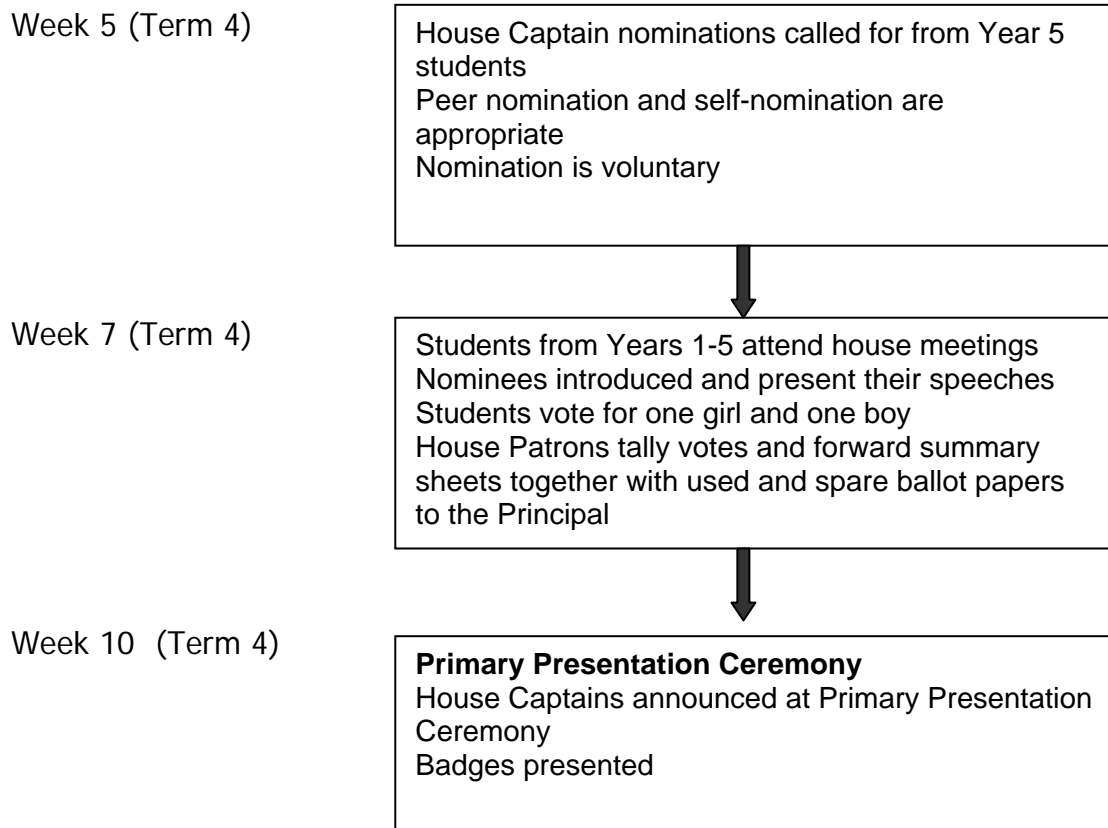
Students ...	<i>one vote</i>
Staff ...	<i>two votes</i>

The results of the voting will be taken as a recommendation from the student and staff body to the school executive. The Principal will have a secret casting vote if required.

Selection: Highest total votes

Results: Announced at the Presentation Ceremony where badges will be presented.

Flow Chart: Election Process for House Captains



ELECTION OF STUDENT COUNCILLORS

Introduction

Two Councils will be convened in a year. There will be a Semester 1 Council and a Semester 2 Council. Each Council will be chaired by the School Captains. Once a student has served on the Council, he/she will not be eligible for election to a SRC until the year after next.

The West Pymble Public School Student Council exists to:

- Advise the Principal on Student concerns.
- Suggest ways to improve the School.
- Conduct community service projects within the School.
- Provide leadership training.
- Encourage commitment, service and leadership by example.

Attributes of a School Councillor

- Follows school and class rules
- A good listener
- Initiative
- Enjoys contributing to discussions
- Enjoys school service
- Relates well to other students
- Responsible and reliable

Outcome: One boy and one girl from each class elected as class representatives on the West Pymble Student Representative Council each semester. Kindergarten classes are the exception. Instead of the same representatives for the semester, Kindergarten classes will choose a new boy and girl to represent them at each meeting.

Electorate: Students in Years K to 6

Voting method: Secret ballot

Presentation: At a Combined Assembly early in Term 1 (for Semester 1 Council) and early in Term 3 (for Semester 2 Council).

Loss of Position

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

1. Warning and counselling by the Principal and/or Assistant Principal in charge of student welfare, with parents being informed;
2. Loss of position (badge and privileges) for two weeks with parents being informed;
3. Loss of position (badge and privileges) for the rest of the year.

The Principal will determine the decision (in consultation) as to the length of the loss of position. If the behaviour is severe, for example, inappropriate language or threatening behaviour towards a member of staff, parent, visitor or another student, actions which bring the reputation of the school into disrepute, immediate loss of position will occur.

Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal or the Assistant Principal in charge of the student welfare program.

As a school leader, I will:

- *Follow the West Pymble Code of Behaviour and behave in a responsible manner at all times.*
- *Be an excellent role model for all students.*
- *Show respect to all members of the school community.*
- *Wear my school uniform properly to school and school functions.*
- *Assist students, staff and parents through the diligent performance of my duties.*
- *Fulfil my obligations as School Captain, School Vice-Captain, House Captain or Student Councillor in a responsible and courteous manner.*

I agree to abide by the West Pymble School Leaders' Code of Behaviour. I understand that persistent breaches, or a serious breach of this Code may result in the loss of my office.

Student

Principal

Date