

# BATHURST SOUTH PUBLIC SCHOOL



## Student Leadership Policy 2023

# Student Leadership Policy 2023

## **Rationale:**

School life provides many opportunities for young people to develop leadership and representation skills.

Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

In fact, students report that when they actively participate in school life and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. They have:

- increased communication skills
- improved academic performance for students involved
- greater commitment to the school from the wider student body
- positive influences on the climate of the school
- strengthened school spirit
- increased co-operation from students

At Bathurst South Public School students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. Students can only take up one of the leadership roles within the year. School Captains and Leaders are automatically members of the SRC. It is important that students are aware of this so that they can prioritise the role they wish to nominate for. These roles include:

- Student Representative Council (SRC) (Years 1-6).
- House Captains (Year 6 or Year 5)
- Year 6 School Leaders
- Year 6 Captains
- Peer Support Leaders (Year 6)

Bathurst South Public School advocates the following principals:

- All students have the potential to develop leadership skills
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live
- Leadership programs can build students' confidence that their views are important to staff and that they can have an influence on what happens in the school
- Student leadership programs will be most effective when they:
  - are planned and developmental
  - receive active support from teachers, parents and peers
  - encourage a range of leadership styles inclusive of cultural differences
  - engage all groups in the school
  - provide fair access and participation for all students including equal participation for boys and girls
  - encourage more experienced student leaders to support those who are less experienced
  - draw on the expertise and resources of the wider community
  - are perceived as relevant and valuable by the students and the school

The Leadership Policy is written in three sections:

1. School Captains and Leaders Procedures
2. SRC
3. Sporting House Captains

# Section 1

## Year 6 School Captains Leaders

### Procedures

## CAPTAINS & PREFECTS PROCEDURES

### Aim:

Bathurst South Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Bathurst South Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

### Guidelines:

| Term | Week | Procedure: Leaders & Captains  |
|------|------|--|
| 1    | 1    | Principal informs all Year 5 students of the Criteria which will enable them to be eligible for candidacy.   |
| 1    | 1-10 | Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)   |
| 2    | 1-10 | Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)   |
| 3    | 1-10 | Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)   |
| 4    | 1-4  | Monitor Year 5 students' eligibility for nomination. (See attachment A: Monitoring of criteria)  |
| 4    | 4    | Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election. Students in Year 5 are restricted to two nominations each (1 girl and 1 boy). The nominations are sought using a secret ballot. Teachers may also nominate two students (1 girl and 1 boy). The nominations are sought using a secret ballot. Parent consent for nomination obtained in writing. |
| 4    | 5    | Candidates standing for election are announced at the K-6 Assembly.  |
| 4    | 5    | Students may lobby their peers from this time.   |
| 4    | 7    | Students are asked to present a speech at a special K-6 Assembly. Each student is given a two minute time limit and the use of props is strictly prohibited. School uniform is to be worn.   |
| 4    | 7    | Elections. All students in Years K-5 and staff are eligible to vote. The number of students and staff voting will be recorded.   |
| 4    | 10   | The captains will be represented by a girl and a boy. The prefects will be represented by the next 4 highest placed candidates. (One at least of which must be of opposite gender to the others). Captains and prefects will be announced at the K-6 Presentation Day. Badges will be presented at this Assembly.  |

### Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Has been on 'A Level' throughout Year 5. Any student who has been on 'B Level', for any length of time during Year 5, will not be eligible to stand for any Leadership role
- Have had no more than three detentions in Year 5 and/or no detentions involving violence or rudeness.
- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a positive role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events to the best of their ability

### **Nomination Process:**

- Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election.
- Students who wish to stand for nomination place themselves as a candidate.
- Election coordinator & school executive ensure that all nominated students meet the criteria.

### **Lobbying of Candidates:**

- One poster of each candidate will be displayed. The poster will be supplied by the election coordinator.
- Each candidate will be limited to a two minute speech. The use of props is prohibited.
- The speech to be presented at the K-6 Assembly must be previewed by the election coordinator.
- Students will present their speeches in random order as they appear on the ballot paper.
- The order of students' names on the ballot paper is to be chosen by a random 'draw from a hat'.

### **Polling Day:**

- The election coordinator will run the election.
- Voting will take place by secret electronic ballot.
- The electorate will consist of students in Years K-5, plus all school staff members.
- The 6 students, who hold the most votes after counting, will be elected to a leadership position. If there is a large number of votes difference between the 4<sup>th</sup> placed girl/boy and 3<sup>rd</sup> placed girl/boy candidate the Principal will consult with then P&C executive regarding final decision on the gender make up of the Leadership team.
- A girl and boy captain and four prefects will be determined by a second secret ballot from the six selected students. The 6 student representatives and permanent/temporary staff will vote in this second round poll.

### **Counting of Votes:**

- A committee of a minimum of two teachers and one executive teacher will count all votes. This will occur at an appropriate time on the day of voting.
- All ballot papers will be retained by the principal for a period of 12 months.

### **Weighting of votes:**

- 1:1 ratio for students voting K-5.
- 1:1 ratio for all staff members voting for Prefects.
- 1:1 ratio of all teaching staff, executive and Prefects for Captains.

### **Investiture of Leaders and Captains:**

- The announcement of persons elected will be made at a K-6 Assembly.
- The announcement of the school captains will be made at the K-6 Presentation Day assembly. School Leaders will be presented with their badge.
- Parents are invited to the K-6 Presentation Day Assembly.
- Students will read the Prefects Pledge at the Induction Assembly. (See attachment C: Prefects & Captains Pledge)
- The "School Leaders Contract" will be signed by the elected students and their parents. (See attachment A: Prefects & Captains Contract)

### **At the Commencement of Year 6:**

- The Captains and Prefects will be re-introduced to the school for their year of office.
- Captains and Prefects are given their roles and responsibilities. (See attachment D)

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**Student School Leaders Expectations & Contractual Agreement**

**Captains and Prefects Expectations:**

- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events to the best of his/her ability

**Greg Cross  
Principal**

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**Consequences of not meeting these expectations:**

**1st Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the Principal.

**2nd Offence:** Loss of badge and responsibilities for one week. Parents contacted by the Principal.

**3rd Offence:** Loss of badge and responsibilities permanently. Parents contacted by the Principal.

A new Prefect /Captain to be sworn in from the next highest number of votes in the election process.

**NB: VIOLENCE IN ANY FORM WILL LEAD TO PERMANENT LOSS OF  
BADGE AND RESPONSIBILITIES.**

**I \_\_\_\_\_ agree to meet and abide by the conditions of being a  
Prefect/Captain as set out in this contract.**

**Signed: \_\_\_\_\_ ( Student ) Date: \_\_\_\_\_**

**Signed: \_\_\_\_\_ ( Parent/Carer ) Date: \_\_\_\_\_**

| Student's Name | Leadership skills not evident | B level or blue book detention entries | Has been on detention (record number of times) | Detention due to violence | Has been rude to an adult | Broke school and classroom rules | Did not wear school uniform. | <b>Attachment B</b><br>Comment. |
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**BATHURST SOUTH PUBLIC  
SCHOOL  
'Courtesy and Service'**

**Greg Cross  
Principal**

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**CAPTAINS AND LEADERS PLEDGE**

I pledge to:

- Set a good example for my fellow students
- Wear my school uniform with pride
- Willingly carry out the duties for which I am responsible
- Be proud of my school and participate fully in all school activities
- Abide by the rules and encourage fellow students to do the same
- Remember the School Motto of 'Courtesy and Service' at all times



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**CAPTAINS AND LEADERS  
ROLES AND RESPONSIBILITIES**

The Captains and Prefects could be called upon at any time to assist with a variety of roles and responsibilities. These may include:

- **Running the K-6 Assembly.**
- **Running special Assemblies**
- **Raising and lowering the flags in the appropriate manner in mornings and afternoons**
- **Escorting new students around the school**
- **Welcoming and providing directions to visitors**
- **Provide tours for new parents, students and staff.**
- **Assisting with Kindergarten Orientation**
- **Assisting with Kindergarten Students' arrival at school**
- **Monitoring canteen lines at recess and lunch times**
- **Organising re-cycling bins**

# Section 2

## Student Representative Councillors

### Procedures

## SRC PROCEDURES

### Aim:

Bathurst South Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Bathurst South Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

### Suggested Timeline:

| Term | Week    | Procedure: SRC   |
|------|---------|--|
| 1    | 2       | Students in Years 1-6 are told by their classroom teacher that SRC representatives will be elected next week. The teachers list the specific criteria for two SRC members for each class. Students are to remain in office for the whole year.           |
| 1    | 3       | Students in Years 1-6 and class teachers discuss the roles and responsibilities of a SRC member. The students are told the criteria and are told that they cannot run for SRC two years in a row or students who hold other Leadership roles.            |
| 1    | 3       | Students in Years 1-6 nominate themselves. All students are eligible to stand for election. Students are elected using a secret ballot system. The SRC representatives are those two students (Boy and Girl) from each class who hold the highest votes. |
| 1    | 4/5     | Induction for Prefects, Captains, House Captains and SRC representatives. House Captains and SRC members receive their badge. All School Leaders complete their contract and read the pledge at the Induction Assembly.                                  |
| 1    | 3-10    | Fulfil and uphold the criteria required to be a SRC Representative.  |
| 2    | 1-10/11 | Fulfil and uphold the criteria required to be a SRC Representative.  |
| 3    | 1-10/11 | Fulfil and uphold the criteria required to be a SRC Representative.  |
| 4    | 1-10/11 | Fulfil and uphold the criteria required to be a SRC Representative.  |

### Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Has been on 'A Level' throughout the previous year. Any student who has been on 'B Level', for any length of time during the previous year, will not be eligible to stand for any Leadership role
- Have had no more than three detentions in the previous year and/or no detentions involving violence or rudeness
- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a positive role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times

- Upholds all classroom and school rules
- Participates in school events to the best of their ability
- Can represent the class at SRC meetings

**Nomination Process:**

- Students in Years 1-6 are reminded of the criteria for students who can and cannot stand for SRC Representative.
- Students in Years 1-6 are nominated by placing their own names forward.
- The Nominees must fulfil criteria indicated in expectations. (See attachment A: SRC Contract).
- Each class will vote for the SRC members in that class.
- Each classroom teacher will pass results on to the SRC teacher.

**Investiture of SRC Representatives:**

- The announcement of successful students will be made at a K-6 Assembly.
- Parents are invited to the Induction Assembly.
- Students will be given their badges at this assembly and will read the SRC Pledge. (See attachment B: SRC Pledge)
- The SRC Contract will be signed by the elected students and their parents. (See attachment A: SRC Contract)

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**STUDENT REPRESENTATIVE COUNCIL  
EXPECTATIONS**

**SRC Expectations:**

- Displays good leadership skills
- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings

**Greg Cross  
Principal**

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**Consequences of not meeting these expectations:**

**1st Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

**2nd offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.

**3rd offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new SRC member to be sworn in from the next highest number of votes in the election process.

**VIOLENCE IN ANY FORM WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES**

I \_\_\_\_\_ agree to meet and abide by the conditions of being a SRC member as set out above in this contract.

**Signed:** \_\_\_\_\_ ( Student ) **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ ( Parent/Carer ) **Date:** \_\_\_\_\_

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**STUDENT REPRESENTATIVE COUNCIL  
PLEDGE**

I pledge to:

Set a good example for my fellow students

Wear my school uniform with pride

Willingly carry out the duties for which I am responsible

Be proud of my school and participate fully in all school activities

Abide by the rules and encourage fellow students to do the same

Remember the School Motto of 'Courtesy and Service' at all times

# Section 3

## Sporting House Captains

### Procedures

## SPORTING HOUSE CAPTAINS YEAR 6 PROCEDURES

### Aim:

Bathurst South Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Bathurst South Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years 6 can stand for House Captain. These captains will hold office for the year.

### Timeline:

| Term | Week    | Procedure: House Captain   |
|------|---------|--|
| 1    | 1       | Students in Years K-6 are told by their Sports group teacher what the specific criteria for two House Captains and two Vice House Captains members are. Students are to remain in office for the year. Students should be in Year 6, although students from Year 5 may stand if insufficient Year 6 students are available.  |
| 1    | 1/2     | Students in Year 6, at the first house group meeting, are able to self and/or be nominated by other students in the house group. The teacher assesses the students' suitability of nominees using the House Captain criteria as a guide. Students are elected using a secret ballot system. All students in K-6 (excepting those students standing for nomination) are allowed one vote each for both Boy and Girl House Captain. The House Captain representatives will be a boy and girl, if there are insufficient numbers same gender captains can be elected. |
| 1    | 4/5     | House Captain members are given their badges, complete their House Captain contract and read the House Captain pledge at the Induction Assembly. Parents are invited to this special assembly.   |
| 1-4  | 2-10/11 | Fulfil and uphold the criteria required to be a Sports Captain.  |

### Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than three detentions in previous year and/or no detentions involving violence or rudeness
- Has been on 'A Level' throughout Year 5. Any student who has been on 'B Level', for any length of time during Year 5, will not be eligible to stand for any Leadership role
- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a positive role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events to the best of their ability
- Has the ability to fulfil good and sound practices of being a good sport



**Nomination Process:**

- Students in Years K-6 are reminded of the criteria for students who can and cannot stand for House Captains.
- Students in Years 6 are nominated by house group members. The Nominees must fulfil Criteria indicated in expectations. (See attachment A: House Captains Contract)

**Investiture of House Captain:**

- The announcement of successful students will be made at the K-6 Assembly following the elections, Term 1.
- Students will be given their badges at the Induction Assembly.
- Parents are invited to this assembly.
- The House Captains Contract will be signed by the elected students and their parents. (See attachment A: House Captains Contract)
- At the Induction Assembly the elected students will read the House Captains Pledge. (See attachment B: House Captains Pledge)

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## SPORTING HOUSE CAPTAINS EXPECTATIONS

### The House Captain:

- Displays good leadership skills
- Wears full school uniform when required
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities at sports carnivals and events
- Has the ability to fulfil good and sound practices of being a good sport

Greg Cross  
Principal

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### Consequences of not meeting these expectations:

**1st Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

**2nd offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.

**3rd offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new House Captain to be sworn in from the next highest number of votes in the election process.

**VIOLENCE IN ANY FORM WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES.**

I \_\_\_\_\_ agree to meet and abide by the conditions of being a House Captain as set out in this contract.

Signed: \_\_\_\_\_ ( Student ) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ ( Parent/Carer ) Date: \_\_\_\_\_

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**HOUSE CAPTAINS PLEDGE**

I pledge to:

- Set a good example for my fellow students
- Wear school uniform with pride
- Willingly carry out the duties for which I am responsible
- Be proud of my school and participate fully in all school activities
- Abide by the rules and encourage fellow students to do the same
- Remember the School Motto of 'Courtesy and Service' at all times