

Sutton Public School Leadership Procedures

Date: November 2019

Rationale: School life provides many opportunities for young people to develop leadership and representation skills. The promotion of students as leaders is a priority of Sutton Public School. Students of all ages are encouraged to accept leadership roles within small work groups, within the class and the school.

Formal student leadership programs provide important benefits for individual students and schools. Through participation in leadership roles, students will learn about and improve their skills in:

- Public Speaking
- What makes a 'good' leader
- Organisational and team skills
- Encouraging and problem solving

At Sutton Public School students have a variety of ways to become leaders within the school setting. Our 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 are automatically members of the SRC.

At Sutton Public School the leadership roles include:

School Captains (Year 6)

School Prefects (Year 6)

House Captains (Year 6)

Student Representative Council (SRC Years 2 - 6)

Peer Support Leaders (Year 6)

Sutton Public School advocates the following student leadership principles:

- All students have the potential to develop leadership skills
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community
- 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
 - Engage all groups in the school

- Provide fair access and participation for all students including equal participation for boys and girls
- Are perceived as relevant and valuable by the students and the school

Expectations of Students elected to Leadership Positions

- Display exemplary behaviour at all times
- Work cooperatively with teachers and fellow students.
- Uphold the school values
- Uphold all classroom and school rules
- Display good leadership skills
- Wear full school uniform with pride
- Conduct school assemblies
- Be a positive role model in the classroom and playground
- Be a positive ambassador- represent and speak publicly at community functions
- Willingly carry out the duties for which they are responsible to the best of their ability

School Captains and Prefects will:

- Promote the wellbeing of all students, by offering support and treating others fairly, honestly and with dignity
- Assist all members of staff, students, parents and visitors.
- Set up and run weekly assemblies
- Conduct special assemblies such as Presentation and Grandparents Day
- Be involved on special occasions such as the greeting and thanking of visitors and performers

House Captains will:

- Encourage house spirit at all sporting events
- Organise house meetings to plan for swimming, cross country and athletics
- Encourage house members to perform to the best of their ability
- Be of general assistance to all members of staff, students, parents and visitors at sporting events
- Be responsible for the sport storeroom and sports equipment

SRC Representatives will:

- Attend all SRC meetings
- Present the ideas of the class at the SRC meeting
- Assist the SRC Coordinator in the planning and implementation of SRC projects
- Assist other students when required
- Assist all members of staff, students, parents and visitors.

Peer Support Leaders will (Year 6):

- Attend the Leaders Training Day
- Lead small groups of students from k-5 in a peer led learning programs
- provide their peers with a supportive learning environment in which to develop the skills, understandings, attitudes and strategies to improve their social and emotional wellbeing
- encourage through structured lessons skills in resilience, assertiveness, decision making, problem solving and leadership

Election of Students to Leadership Positions

School Captains and Prefects

1. Prior to nominations

- The School Staff will decide on the day that the elections will take place.
- Parents are notified that elections will be taking place and the key important dates.
- Elections will take place towards the end of Term 4 in the year preceding the term of office, for 2 Captains and 6 Prefects.
- Prior to nominations being called a leadership discussion will be held with Year 5 to identify the qualities of a leader and the responsibilities and expectations of each position.

2. Nominations.

- Year 5 students will write a letter of application to the principal for approval before their nomination is accepted
- The principal will respond in writing to each student who has submitted a letter of nomination and include a 'Nominee for School Leadership Position' contract.
- To confirm their nomination, students will return a nomination contract signed by the nominee and their parents (See attachments)

3. Speech preparation and presentation

- Candidates will be given time to prepare a speech to be delivered at a school assembly on polling day
- Candidates will deliver their speeches to staff and students from Years 1 to 6.
- Parents will be invited to attend
- The speech will clearly detail why they should be elected school captain and how they will approach the role. Speeches must not exceed 2 minutes

4. Voting

- Students in Year 1 – 6 and all staff will have vote
- The weighting of votes is a 1:1 ratio for all student and staff

- Voting will take place by secret ballot
- The ballot paper will list boys on one side and girls on the other. Voters are required to record 1,2,3 for the students for whom they wish to vote.

5. Counting of Votes

- A committee of a minimum of two teachers and one executive teacher will count all votes at an appropriate time on polling day
- The boy and girl with the most votes will be elected as school captains for the following year. The following 6 students with the highest number of votes will be elected Prefects
- All ballot papers will be retained by the Principal for a period of 12 months.

6. Investiture of School Captains, Vice Captains and Prefects

The announcement of persons elected to the roles of school captain and prefect will be made at the Primary Presentation Assembly in Term 4.

7. At the Commencement of Year 6

The School Captains and Prefects will meet with the Principal and be reminded of the expectations and responsibilities of office

The School Captains and Prefects will be re-introduced to the school and community at the Induction Assembly during Term 1.

House Captains

1. Prior to nominations

- All houses will hold a house meeting to elect the House Captains at the beginning of the year, before the swimming carnival. This will usually be Week One of Term One.

2. Nominations

- Students are able to self-nominate or can be nominated by another student
- Students do not have to accept the nomination.
- Students in Years 3 – 6 attend this house meeting.

3. Speech presentation

- Nominees are introduced and must speak for a maximum of 1 minute or less indicating how he/she can fulfil the role of House Captain and his/her involvement in sport and other activities at Sutton Public School

4. Voting

- Teachers will assist in the “show of hands” ballot. Each house member will have one (1) vote. The boy/girl with the most votes will be elected. Students will be informed of the results. House Captains will be announced in the next assembly.
- The names and number of votes given to each nominee will be recorded and the record maintained by the Principal for a period of 12 months

5. Investiture of House Captains

- The announcement of persons elected to the roles of House Captain will be made at the Induction Assembly during Term 1.
- The House Captains will be formally presented with their badges and will acknowledge their willingness to accept the position with the Pledge (See attachments).

Student Representative Council (SRC) Class Representatives

1. Prior to nominations

- At the beginning of each term, classes from Year 1 to Year 6 will elect two SRC representatives for the term. The role of a class representative will be discussed within the classroom prior to the meeting

2. Nominations

- Students may self -nominate or nominate other students for the positions. Students do not have to accept nominations
- Students may not be an SRC class representative more than for one term in a school year

4. Voting

- The election will take the form of a “show of hands” or secret ballot, as determined by the teacher. Each student will have one (1) vote.
- Upon completion of the election the names of the representatives will be sent to the SRC Coordinator.

5. Investiture of SRC Class Representatives

- The announcement of persons elected to the roles of Class SRC Representative will be made at the Induction Assembly each Term
- The SRC representatives will be formally presented with their badges and will acknowledge their willingness to accept the position with the Pledge. (See attachments)

Consequences of not meeting Expectations Leadership Positions

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 Stage 3.
Parents contacted by the Principal
2. Loss of position (badge & responsibilities) for two weeks.
Parents contacted by the Principal;
3. Loss of position (badge & responsibilities) permanently
Parents contacted by the Principal
4. In the case of School Captain, Prefect or House Captain, a new leader will be Inducted from the next highest number of votes in the election process.

The Principal will determine the decision (in consultation with relevant staff). If the behaviour is severe eg inappropriate language or threatening behaviour towards a member of students, staff, parent or visitor, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern and any decision made regarding loss of position.

Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal or the Assistant Principal Stage 3. The incident of misbehaviour will be dealt with according to the Discipline Framework.

CONTRACT
NOMINEE FOR SCHOOL LEADERSHIP POSITION 2020

I _____ proudly accept the nomination for School Leader for 2020

I understand that as a School Captain or Prefect of Sutton Public School I must:

- Display exemplary behaviour at all times
- Work cooperatively with my teachers and my fellow students.
- Uphold the school values
- Uphold all classroom and school rules
- Display good leadership skills
- Wear full school uniform with pride
- Conduct school assemblies
- Be a positive role model in the classroom and playground
- Represent and speak publicly at community functions
- Participate in school extra-curricular activities and events at school events
- Willingly carry out the duties for which I am responsible to the best of my ability

I understand that if I do not honour the role of a school leader at Sutton Public School I must withdraw from the election or may lose my leadership position in accordance with school policy.

Signature of candidate: _____ Date: / /

I _____ give permission and support for _____ to be a candidate in the election process for School Leaders, 2020.

Signature of parents: _____ Date: / /

School Captain and Prefects Pledge

As elected School Captain of Sutton Public School,
I promise that I will at all times act as a worthy leader of our school.
I will set a good example to my fellow students, wear my school uniform with pride, abide by the rules and encourage to do the same.
I will support and contribute to the wellbeing of fellow students to the best of my ability
I will carry out my duties for which I am responsible and be a proud and positive ambassador for our school, and at all times uphold the values of my school.
I will make my example such that others will be proud to follow.

House Captains Pledge

As elected House Captains of Sutton Public School,
We promise at all times to act as a worthy leader of our school.
We will set a good example to my fellow team mates and wear our team colours with pride.
We will uphold the values of our school, demonstrate true sportsmanship at all times and encourage others to do the same.
We will carry out our duties for which we are responsible to best of our ability and be proud and positive team leaders.
We will make our example such that others will be proud to follow.

Student Representative Council Pledge

As elected School Councillors of Sutton Public School we promise that we will at all times act as worthy representatives of our school.
We will represent the students in our classes fairly.
We will assist our teachers willingly and we will do everything we can to make our school a pleasant, busy and happy place.
We will make our example such that others will be proud to follow.