**Kellyville Public School**  
*A tradition of excellence and opportunity*

**SCHOOL LEADERSHIP POLICY**

**PURPOSE:**
The aim of this policy is to ensure that all students have the opportunity to build leadership skills through equitable programs that reflect the core values taught at Kellyville Public School, including respect, responsibility and fairness.

**RATIONALE:**
School life provides many opportunities for young people to develop leadership skills. Through daily interactions with peers and teachers, shared responsibilities and by contributing to decision making forums, students at Kellyville Public School have the opportunity to become part of the school governance.

Formal student leadership and student representation programs provide important benefits for individual students and our school. 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.

Students who actively participate in school life and feel that they are encouraged to share their ideas and opinions, feel respected and want to make further contributions. In fact students have:

- increased communication skills
- greater commitment to the school
- strengthened school spirit
- co-operation from the wider school body

At Kellyville Public School we encourage and provide a variety of ways for our students to become involved as leaders within the school setting. Our leadership program is a reflection of our values as a school. The school encourages these leadership roles to be spread amongst the student body. Students can take up only one of the roles within a year. It is important that students prioritise which role is better suited to them. The roles include:

- SRC member (Year 2 to Year 6)
- Library Monitors (Year 6)
- House Captains (Year 6)
- Year 6 Captains and Vice Captains

The principles which we at Kellyville Public School advocate are that:

- 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 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;
  - encourage all students to develop leadership skills by participating in buddy systems, public speaking, debating, sport, performing arts, activities in the classroom, peer support;
  - encourage students to differentiate between student participation, student leadership and popularity;
  - celebrate the achievements of all students in written and oral formats;
  - draw on the expertise and resources of the wider community and
  - are perceived as valuable and relevant by the students of the school.

Kellyville Public School – Revised Leadership Policy 15/10/10
Captains and Vice Captains Election Process

**AIM:**
Kellyville Public School endeavours to develop students' leadership skills and to share decision making processes. The procedures put in place at Kellyville Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

**PROCESS:**

<table>
<thead>
<tr>
<th>TERM</th>
<th>WEEK</th>
<th>PROCEDURE FOR CAPTAINS AND VICE CAPTAINS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4</td>
<td>1 to 10</td>
<td>Inform and explain to all Year 5 students that they will be eligible for nomination come election time in Term 4. Year 5 students will also be made aware of the criteria and expectations for nominations from as early as Term 1.</td>
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<tr>
<td>1 to 4</td>
<td>1 to 10</td>
<td>Year 5 students are monitored and students’ eligibility is checked and recorded if a problem occurs.</td>
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<tr>
<td>4</td>
<td>1</td>
<td>Year 5 students are reminded that the process for electing School Captains and Vice Captains will be commencing soon. The criteria for eligibility as a nominee is once again explained.</td>
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<tr>
<td>4</td>
<td>6 Monday</td>
<td>Year 5 students will meet in the hall. A formal explanation will reiterate who can and who cannot be nominated for this process. Once again the criteria will be explained and an outline of the expectations and roles undertaken by the Captains and Vice Captains will be shown to all students for consideration.</td>
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<tr>
<td>4</td>
<td>6 Wednesday</td>
<td>Year 5 students will meet in the hall. A formal explanation will explain how the nomination process will occur. Students are told that they are only allowed to nominate 1 student for the positions and that the nomination form needs to be seconded by another student. If a student has seconded a nomination form then this is considered as a nomination, therefore they have nominated and may not nominate again. Students are allowed to self nominate, as long as they have a student who will second their nomination. On the nomination form, both the first person to nominate and the second person to nominate must write a short paragraph explaining why they have nominated that student for the positions. The explanation must highlight the leadership qualities they have observed and must explain why they think this student will make an excellent School or Vice Captain. Teachers may nominate 2 students (1 boy and 1 girl) and explanation must also be attached explaining their choices.</td>
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<tr>
<td>4</td>
<td>6 Thursday</td>
<td>Nomination forms are checked for correctness by Year 5 teachers and an Assistant Principal. All successful nominees are listed and they are informed of the results. These nominees must now prepare a 20-30 second speech introducing themselves to Year 5 students.</td>
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<tr>
<td>4</td>
<td>6 Friday</td>
<td>Nominees present their speeches in the hall for all Year 5 students, Year 5 teachers and either the Principal or Deputy Principal. Year 5 students’ return to class and on a secret ballot form with all nominees listed, they will vote for 3 boys and 3 girls which they believe fits the criteria and are most suitable for the role as School or Vice Captains. Teachers may also vote for 3 boys and 3 girls. Year 5 teachers and an Assistant Principal will count the votes and the top 6 boys and 6 girls will be considered successful and eligible to move to the next stage.</td>
</tr>
<tr>
<td>4</td>
<td>7 Monday</td>
<td>Year 5 teachers and the Principal or Vice Principal will announce to Year 5 who the 12 candidates are. The 12 candidates will then meet with the Teacher who will be mentoring the process. These nominees will now prepare a 1-2 minute speech. This speech will be presented at the school assembly for Kindergarten to Year 6 in Week 9.</td>
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<tr>
<td>4</td>
<td>7&amp;8</td>
<td>The teacher/mentor will liaise with the students daily to provide</td>
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</tbody>
</table>
assistance or clarification with regards to their speech. The nominees will have the opportunity to work on their speech at school over these 2 weeks.

During these 2 weeks Nominees may lobby their peers with 1 poster (A3 size) which will be displayed on the notice board near the front office.

| 4 | 9 | Monday | The 12 nominees will present their speeches at the Kindergarten to Year 6 assembly. Students from Kindergarten to Year 6 will return to class after hearing the speeches and on a secret ballot paper vote for 3 boys and 3 girls which they believe are most suited for the position as School Captain. Teachers may vote for 3 girls and 3 boys.
Year 5 teachers and an Assistant Principal will count all the votes and the top 3 girls and top 3 boys will be awarded the Captaincy roles. This is how the decision is arrived at:-  
   - the boy and girl with the **highest** number votes = School Captains  
   - the boy and girl with the **second highest** number of votes = Vice Captains
and
   - the boy and girl with the **third highest** number of votes = Vice Captains
All ballot papers will then be destroyed.

| 4 | 9 | Tuesday | The Principal will formally advise the successful students. The Captains and Vice Captains will then announce their success to all Year 5 students.

The Captains and Vice Captains will be awarded their badges at the Presentation Day Assembly. They will also state the Pledge accepting their positions.

| 1 - 2008 | 1 | The Principal will meet with the Captains and Vice Captains and at the Assembly they will be introduced to the school. Captains will also have their roles and responsibilities explained to them.

**NOMINATION OF CANDIDATES:**
Year 5 students may be eligible for nomination if they :-

- **As a respectful, safe, learner**
  - Display good leadership skills.
  - Wears full school uniform appropriately at all times.
  - Show willingness to assist at different levels. That is, peers, teachers, auxiliary staff and visitors.
  - Is a role model in the classroom, 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, all the time.
  - Upholds all school and classroom rules.
  - Participates and tries their best in school events.
  - Shows pride in self and Kellyville Public School.

Kellyville Public School – Leadership Policy 15/10/10
Evaluation:

This policy should be reviewed every year.

REFERENCES:

Student Welfare Policy
Uniform Policy
Values of Public Education

Appendix:

1. Captains and Vice Captains Expectations
2. Pledge
3. Roles and Responsibilities
CAPTAINS AND VICE CAPTAINS EXPECTATIONS

As a respectful, safe, learner Captains and Vice Captains expectations are as follows:-
- Wears full school uniform appropriately at all times
- Displays good leadership skills.
- Shows willingness to assist at different levels ie. peers, teachers, auxiliary staff and visitors.
- Is a role model in the classroom, playground and when representing the school.
- Displays exemplary behaviour at all times.
- Takes responsibility for personal actions at all times.
- Shows no violence at any time.
- Shows respect for all adults always.
- Upholds all school and classroom rules.
- Participates and tries their best in school events.
- Shows pride in self and Kellyville Public School.
- Demonstrates the ability to communicate well with peers and adults.

Mrs Jenny Walker
Principal

I _______________ agree to meet and abide by the conditions of being Captain/Vice Captain as set out above in this contract.

Signed: ___________________________ (Student)  Date: __________________________

Signed: ___________________________ (Parent)  Date: __________________________

Kellyville Public School – Leadership Policy 15/10/10
CAPTAINS AND VICE CAPTAINS PLEDGE

We the Captains and Vice Captains of Kellyville Public School
Are proud to have been elected
As the student leaders for 2011
We promise to follow school rules at all times
And to lead our school with pride
We will strive to maintain the high standards set
By this years Captains and Vice Captains.
Appendix 3

ROLES AND RESPONSIBILITIES

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

- Flying the flag each morning and afternoon in the appropriate manner. Also have an awareness of the weather and make sure the flag is lowered if inclement weather.
- Assisting the SRC.
- Running school assemblies.
- Escorting new students around the school.
- Welcoming and assisting visitors to our school.
- Assisting with Kindergarten Orientation.
- Assisting with Kindergarten's first day in January.
- Assisting with Peer support.
- Representing the school at formal and informal occasions outside of school. For example, ANZAC Services.

Consequences of not meeting the outlined expectations:

Consequences of not meeting these expectations:

1\(^{st}\) Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the Principal.

2\(^{nd}\) Offence: Loss of badge and responsibilities for one week. Parents contacted by the Principal.

3\(^{rd}\) Offence: Loss of Badge and responsibilities permanently. Parents contacted by the Principal.

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

Violence of any manner will lead to permanent loss of badge and responsibilities.