



Galston Public School

Student Leadership Procedures

2024

Purpose

Galston Public School aims to develop opportunities for leadership and service to the school community. We want our students to be informed and empowered through student voice and choice.

Students in their final years at primary school will be given the opportunity to demonstrate and develop responsibility. There are many students who, during their years at school, have shown qualities which indicate they can contribute to the school in terms of:

- Assisting in suitable tasks that facilitate smoother day-to-day running of the school.
- Contributing a student's point of view in relation to school operation and procedures.
- Enjoying sport and aspiring to help increase the level of sport activities at the school.
- Providing good role models for the other students.

The Year 6 students see these roles as necessary to improving our school and value their titles immensely. Our student leaders take on challenges in the school and the community, building their understanding of how a school and community operate. Students are given the opportunity to be involved in the decision-making process, while building their understanding of processes and protocols. Through this they develop their communication and reasoning skills.

At Galston Public School we will:

- Provide students with the opportunity to participate in decision making and apply leadership skills to initiatives that strengthen the school community.
- Implement activities to develop leadership skills in all students, eg. SRC, Peer Support, classroom responsibilities.
- Establish clear guidelines and expectations of elected student leaders in regards to rights, responsibilities and behaviours, which are known and understood by all.
- Support students to develop their communication skills, confidence and leadership.
- Establish high expectations and promote leadership opportunities.
- Provide fair access and participation for all students, including equal participation for boys and girls.
- Encourage students to differentiate between student participation, student leadership and popularity.
- Encourage more experienced student leaders to support those who are less experienced.

Student Leadership

Student leadership provides an opportunity for students to play a role in the decision-making processes of the school, primarily through the Student Representative Council. Other functions will include delivering speeches, running assemblies, welcoming guests, organising sports houses and assisting in the Library.

Being a student leader is an honour and should be held by students that demonstrate the school leadership criteria. It involves school service, sacrificing some personal time, working as a team, and fair and equal delegation of duty.

Students will be identified through a selection process. In their roles as School Captains and Vice-Captains, House Captains, and Library Monitors they will contribute to the school and develop their personal character and leadership skills.

Candidates for leadership positions will demonstrate qualities including:

- ❖ being a positive role model by exhibiting the school values of Respect, Responsibility and Personal Best
- ❖ displaying leadership qualities, initiative and contributing to the promotion of students' needs
- ❖ communicating effectively with both peers and adults
- ❖ organisational skills
- ❖ involvement in school activities
- ❖ showing pride in the school
- ❖ reliability and punctuality
- ❖ public speaking ability
- ❖ good manners and behaviour
- ❖ willingness to give up own time, and
- ❖ kindness and empathy.

Leadership Positions – Year 6

- 2 School Captains (one boy and one girl)
- 2 School Vice-Captains (one boy and one girl)
- 8 House Captains
- Library Monitors (this may vary)

Leadership Positions where the cohort of Year 6 students is below 20

- 2 School Captains (one boy and one girl)
- 2 Vice-Captains (one boy and one girl)
- 4 House Captains
- Library Monitors (this may vary)

School Captain and Vice-Captain roles and responsibilities may include:

- Conducting weekly and special assemblies, such as Anzac Day, Remembrance Day and Presentation Day
- Speaking at the Year 6 Farewell
- Welcoming new students, parents and visitors to the school
- Greeting and thanking visiting performers and guest speakers
- Assisting in conducting Student Representative Council meetings
- Being aware of the general behaviour of students in regard to safety and actively advising school staff of issues of concern
- Promoting school rules, wearing of uniform and leading by example
- Coordinating and organising some school activities including during recess and lunch times
- Representing the school at official occasions
- Regularly meeting to discuss roles, duties and learn leadership strategies
- Being of general assistance to all members of staff, students, parents and visitors.

House Captain roles and responsibilities may include:

- Assisting staff and students to prepare for carnivals
- Leading house groups in preparation for carnivals and encouraging their house team during carnivals
- Working under the direction of the sports teacher to control/monitor sports equipment
- Coordinating and organising some school activities, eg. sports activities during lunch and recess times
- Promoting school rules, wearing of uniform and leading by example.

Library Monitor roles and responsibilities may include:

- Attending two to three weeks of training at the beginning of Term 1 on how to return books to the shelves in strict Dewey order, including the decimal numbers, learning about the shelving requirements of the different fiction books, and how to place them in alphabetical order to the third place.
- Attending the Library second half of lunch from Tuesday to Wednesday once per fortnight to undertake the following tasks: returning books to the shelves, assisting with the supervision of the

Library including the computers, helping students find books they wish to borrow and using search engines, tidying up the Library at the end of lunchtime, making displays, taking resources to teachers and organising with the teacher Librarian to give messages at assemblies.

- Assisting with the Premier's Reading Challenge Assembly during Term 4: setting up the hall, helping recipients line up for photos, handing out certificates, helping to choose the class demonstrating their personal best, controlling sound and lighting, and packing up at the end of the assembly.

Election Process

1. Inform and explain to all Year 5 students the relevant aspects of these procedures. Stage 3 Assistant Principal will check that all nominees are aware of "The Responsibilities of Captains". Year 5 will be given a general talk on leadership skills and will listen to the experiences of the present school leaders.
2. Dates for the election of captains will be finalised prior to the commencement of the election process. These dates and order of speech delivery are to remain as set by the Stage 3 Assistant Principal.
3. A copy of the selection process and school leadership criteria for school leaders will be provided to all Year 5 students. Year 5 students are monitored and students' eligibility is checked and recorded if a problem occurs.
4. Students in Year 5 self-nominate for election. All nominees will be required to complete a nomination form which will detail why the nominee should be chosen as a school leader. The nomination form is to be signed by a parent. Students may elect to nominate for one or all of the leadership positions.
5. Nomination forms are collected and counted by the Stage 3 Assistant Principal.
6. Stage 3 Assistant Principal will announce to Stage 3 who the candidates are.
7. The candidates will then meet with one of the Stage 3 teachers who will be mentoring the speech writing process. These nominees will prepare a 1-3 minute speech. See 'Speech Guidelines' later in this document. Nominees will present their speeches to an Assistant Principal prior to presenting them to the school.
8. Selected candidates will then deliver their speech to their peers. The speech will clearly detail why the candidate should be elected to the position of School Captain and how they will approach the role. Order of speeches will be determined by drawing names out of a hat. Where possible, voting slips will be organised in the same order.
9. Voting procedure: Students vote for one boy and one girl. Year 6 (6 points), Year 5 (5 points), Year 4 (4 points), Year 3 (3 points) and Year 2 (2 points). Teachers and support staff will also vote (8 points). Staff will vote for 2 girls and 2 boys. Teachers, support staff will abstain from voting in the relevant section if they have a child at the school running for a leadership position. Students in K-1 may attend the assembly to listen to the speeches, but will not vote.
10. Votes will be counted by the Principal, Stage 3 Assistant Principal and a P&C representative and the result will be confidential.
11. The 2 boys and 2 girls with the most votes will be elected as leaders for the following year. The boy and girl with the highest number of votes will be elected as School Captains. The boy and girl earning the next highest number of votes will be elected as School Vice-Captains. The students elected as School Captains and Vice-Captains will be informed at the Presentation Day Assembly.

12. Once School Captains and Vice-Captains have been determined, House meetings will be held to elect House Captains. At least two teachers will conduct a blind vote and record a tally of votes for these positions. School Captains and Vice-Captains will be taken into consideration when tallying the secret votes to determine House Captains. The students elected as House Captains will be informed at the Presentation Day Assembly.
13. Once House Captains have been elected, Library Monitors will then be chosen. The Librarian will be aware of the students who have been elected as School Captains and Vice-Captains and House Captains. The students elected as Library Monitors will be informed at the Presentation Day Assembly.
14. The newly elected student leaders will be presented with their badges by the current student leaders at the Presentation Day Assembly and will acknowledge their willingness to accept the position by repeating the respective leadership pledge.
15. Parents will be invited to this assembly. They will be informed that their child has been elected or chosen in a leadership position but will not be told of the specific position; this will be revealed at the Presentation Day Assembly.
16. Loss of Position: Should a student elected to a leadership role not abide by their pledge and not fulfil their responsibilities, they may be removed from that 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 School Executive member;
 2. Loss of position (badge & privileges), the Principal will determine the length of loss of position;
 3. Loss of position (badge & privileges) for the rest of the year.



Student Leadership

Dear Students,

Students in Year 5 may nominate themselves for a student leadership position for 2025. You may be voted in by your peers to fulfil the duties of School Captain, School Vice-Captain or House Captain. You may be selected as a Library Monitor.

Before you complete the nomination form, it is important that you understand what is expected of you in these leadership roles. You must display on a daily basis the expectations listed below.

If you have failed to meet school or teacher expectations in the classroom or playground this year, please think **very hard** before you nominate yourself for a student leadership position.

Candidates for student leadership positions must:

- Display good leadership skills and pleasing manners.
- Uphold the school values of Respect, Responsibility and Personal Best.
- Wear full school uniform at all times and ensure it is worn appropriately.
- Show a willingness to assist students, teachers, staff, parents and visitors.
- Be a role model in the classroom, playground and when representing the school.
- Take responsibility for their actions.
- Be punctual for all assemblies, meetings and responsibilities.
- Participate and try your best in school events.
- Show pride in yourself and Galston Public School.

Candidates for School Captain / Vice-Captain must:

- Be comfortable speaking in front of the school and the school community.
- Display behaviour that is in line with the values of Respect, Responsibility and Personal Best.

In order to nominate yourself you must describe your behaviour at school this year and submit a written statement (on the form provided) outlining the qualities you possess that would make you a good student leader.

You must also ask your parents to sign your nomination form.

From this process 2 School Captains, 2 Vice-Captains and 4 House Captains will be voted in and Library Monitors will be selected.

Mr Dean Finch
Stage 3 Assistant Principal

Mr Allan Ison
Principal



2025 Student Leadership Nomination

Please tick the position/s for which you would like to nominate:

- ☐ **School Captain / Vice-Captain**
- ☐ **House Captain**
- ☐ **Library Monitor**

Please return your nomination form to Mr Finch, Miss Foster or Mrs Taylor by **Friday 1st November 2024**.

Name: _____ Class: _____

Describe your behaviour, attitude and the way you treat others:

I believe I would make a good school leader because:

Nominee's Signature: _____

Date: _____

Parent's Signature: _____

Date: _____



2025 Student Leadership Nomination

Dear Parents,

Congratulations! Your son/daughter _____ has nominated as a candidate for a Student Leadership position in 2025.

Candidates for School Captain / Vice-Captain will need to prepare a speech. The timeline for the speeches is as follows:

- **Wednesday 13th November** – Students present their draft speech to an Assistant Principal for feedback
- **Thursday 14th November** – Students bring their posters to school for display
- **Thursday 21st November** – Students will present their speeches in the hall

School Captain Speech Guidelines:

- Speeches are to be between 1 and 3 minutes.
- They may include name, personal areas of interest, personal achievements, personal strengths that would make a good student leader.
- Nominees are to wear full school uniform.
- Palm cards are encouraged, but not compulsory.
- Ensure your speech is positive and constructive; do not make negative comments or unfulfillable promises.
- You will use a microphone.
- Speeches are not to include slogans or chants.
- Props, posters, pictures or visual aids are not to be used.

We look forward to your support and encouragement of your child's efforts. **The speeches will be given in front of students and teachers only and will not require your presence.** Students in Years 2-6 will have the opportunity on this day to vote for School Captains and Vice-Captains.

House Captain elections will take place on Friday 29th November during House meetings. Following these elections, Library Monitors will be selected by the Librarian, Mrs Cansdale.

If your child is successful in attaining one of these student leadership positions, you will receive a letter informing you that your child has been successful and inviting you to attend our Presentation Day Assembly. Specific leadership roles will not be revealed until this assembly.

Dean Finch
Stage 3 Assistant Principal

Allan Ison
Principal

2024 Term 4 Timeline for Student Leadership Positions 2025

Week 3 Thursday – self-nomination forms due
Week 4 – notes home congratulating on application & informing next steps
Week 5 Wednesday – Draft speeches to Mr Finch and Mrs Taylor
Week 5 Thursday – Posters to be displayed
Week 6 Thursday – School Captain elections
Week 7 Friday – House Captain elections