



**LEPPINGTON
PUBLIC SCHOOL**

A place to gather, learn and grow.

STUDENT LEADERSHIP PROCEDURES AND GUIDELINES

Updated September, 2023

Overview

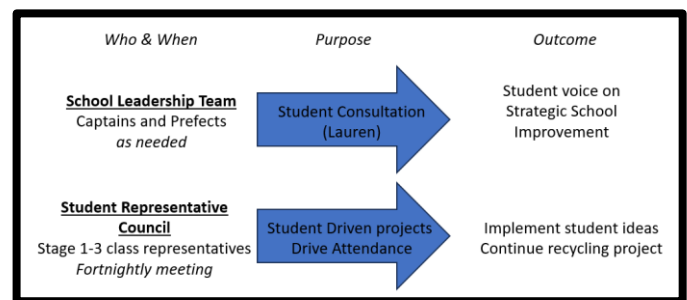
At Leppington Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. The approach recognises that students can be leaders across many different areas and that leadership skills learnt in early primary school can lay the foundations for future leadership success.

A variety of opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community. These include:

- Student Leadership Team (captains and prefects)
- Student Representative Council
- Monitors – Library and Technology

All student leaders are expected to follow and value the school expectations of being a safe, positive and respectful learner.

Student voice is a two-tiered approach. Essentially, the school will consult with the leadership team on whole-school decisions (as per SIP) and the SRC will voice collective student ideas and enact initiatives.



Students Leadership Team

Role Description:

- Provide a positive role model and leadership to the student body
- Represent the student body at school and community functions
- Coordinate school assembly programs
- Encourage students to take pride in their school
- Assist any student in need when necessary
- Willingly help teachers and the community
- Assist to facilitate school-based activities and initiatives
- playground support including canteen monitors and equipment monitors
- flag raising and lowering

Essential Criteria:

- Ability to speak confidently and spontaneously in public
- Ability to maintain acceptable standards of work and behaviour in class and during school activities (before, during and after school)
- Maintain a standard of dress and grooming in accordance with the school's uniform policy
- Demonstrate school spirit and pride

This means:

1. Wearing correct school uniform.
2. Following the school PBL expectations (before, during and after school).
3. Participating in a number of school activities.
4. Demonstrating responsibility, honesty, courtesy, reliability and helpfulness.

Student Leadership Team Structure

(Where applicable, changes may be made if there are insufficient candidates)

- School captains: two Year 6 students
- School Vice captains: two Year 6 students
- School Prefects: four Year 6 students

Process for becoming a member of the Student Leadership Team

Self-nomination application

Eligible Year 5 students complete a self-nomination form and seek endorsement from their parent and the Principal. **See appendix 1**

Students Election Speech

The following guidelines must be followed by students who are presenting an election speech to the rest of the school:

- a speech must be prepared in advance
- all language and ideas within the speech must be appropriate for the audience
- speeches must be respectful to all school and community member
- speeches should go for approximately 1-2 minutes
- no bribes or props are to be used during a speech
- speeches should focus on: students' leadership qualities; realistic goals around school improvement or how a student wishes to improve the school in some way; why a student would make a good leader; student participation in school activities/events, etc

Note: If a student's speech (or delivery) does not meet the guidelines and is considered inappropriate in any way, the Principal (or delegate) may withdraw the endorsement and remove the student's name from the voting process.

The Voting Process

On the same day that speeches are given, each student from Year 2 to Year 5, along with all teachers, SASS staff, SLSO's and the Principal are given an opportunity to vote for two nominees on a voting slip which includes candidates names and photo.

Leadership positions will be filled through a democratic process. Teacher and student votes will be tallied separately, with a separate ranking of candidates from highest to lowest. These two rankings are then averaged to create a final ranking which determines:

First and second ranking - position of School Captains

third and fourth ranking - position of Vice Captains

fifth to eighth ranking— school prefects

Announcement

Students will be advised of the process outcome and the Student Leadership Team will be presented to the school on Presentation Day.

Students who are not successful in gaining a student leadership position can nominate themselves for the following roles:

- Sporting house captain
- Sporting house vice-captain
- Library monitor
- Technology monitor

House positions will be decided by a vote system with all student members of the sporting house included. Students wishing to be a library or technology monitor can nominate themselves at the beginning of the school year.

Commencement of Duties

At the commencement of the next school year, the Student Leadership Team Role Description and Essential Criteria document. [Appendix 2](#) will be signed by the elected students and their parents/caregivers. They will also recite the leadership pledge at the leadership induction ceremony. [See Appendix 3](#).

Procedures for Inappropriate Behaviour/Attitude of School Leaders

At Leppington PS, we have high expectations for all students around appropriate behaviour, attitude, engagement, and safety. Our school expectations of a safe, positive and respectful learner, reflect these. Elected student leaders are an extension of the teaching staff, in that their role is to not only represent the student body, but to support the teachers and staff to ensure that every LPS student is known, valued, and cared for. It is expected that every member of the Student Leadership Team consistently demonstrates his/her best effort, care, respect, and safety and that he/she always models these behaviours.

If a student leader fails to demonstrate the school values, the following procedures will be followed:

Formal Warning - Verbal warning from the principal of a member of the school's executive

Temporary Suspension—The student's leadership position will be suspended for a period of four weeks. As part of the suspension, the student is required to hand in their school leadership badge. During this time, the student must exhibit exemplary behaviour and consciously try to uphold the school's core values. If, at the end of the four-week period, the student has demonstrated optimal behaviour and shown the ability to be a positive role model for others, their leadership position will be reinstated.

Permanent loss of leadership title—The student leader will permanently lose their badge and leadership responsibilities due to their failure to uphold school values and serve as a role model.

Student Representative Council

Introduction

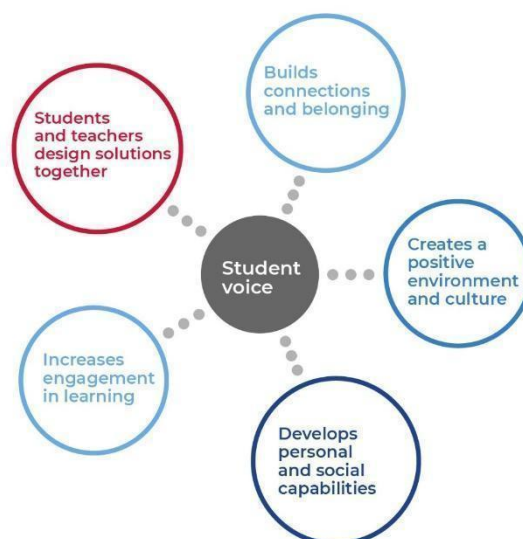
A Student Representative Council (SRC) is a group of students elected by their fellow students to represent all students in the school. SRCs work democratically to represent the student body in school decision-making and organise ways for students to participate in school life.

Purpose

The purpose of the SRC is to promote student voice and provide the foundations for students to actively participate in decision-making at school on things which shape their educational experiences. Student voice is more than just students 'having a say' and 'being heard'. To be successful, the school community must value the perspectives and opinions of students and act on them in a way that genuinely shapes learning and decision-making at the school.

Including student voice in decision making at schools can:

- allow students and teacher to design solutions together
- increase engagement in learning
- build connections and belonging
- create a positive environment and culture
- develop personal and social capabilities.



Student Opportunities

Authentic student leadership opportunities help students:

- work as a member of a team
- develop and build positive relationships, between peers and teachers
- contribute to the school community
- use their voice responsibly
- value the perspectives and opinions of others
- participate in decision-making.

Expectations and responsibilities of SRC Members

- Be positive role models (presentation, uniform, behaviour)
- Be active in the school community (sports, choir, band, debating, etc)
- Be punctual and attend school regularly
- Build harmonious relationships within the school
- Be approachable
- Be active in fundraising
- Be an advocate for the student voice
- Attend SRC meetings
- Attend SRC functions (potentially out of school hours)
- Public Speaking

- Organising events
- Liaise with teachers and administration staff about upcoming events

SRC Members:

At Leppington Public School, this council is made up of 2 representatives from each class Yr1-6, as well as our school captains, vice captains, prefects, AECG representatives and a coordinating member of staff. Students wishing to be considered as an SRC member will self-nominate themselves and a secret ballot will take place within each classroom at the commencement of each school year. These students will sign the School Leadership Acknowledgement of Role Description and Essential Criteria.

Meetings will take place fortnightly, commencing mid-term 1.

The agenda will include:

- Team building activity and team learning opportunity (from DoE resources)
- Feedback from students about previous meeting (these will be emailed by each classroom teacher after their class representatives have updated their class)
- Staff reporting updates to council members regarding relevant changes, issues or actions from the PBL, Attendance, LAST and P&C teams.
- AECG update from Koori club (supported by Aboriginal education staff leader)
- New and current issues raised by SRC members

The minutes of each meeting will be emailed to all classroom teachers (and executives) and 10min of class time will be offered to council representatives to seek class member's feedback from issues raised at the meeting.



LEPPINGTON PUBLIC SCHOOL

144 Rickard Road, Leppington NSW 2179
02 9606 5397

leppington-p.school@det.nsw.edu.au
www.leppington-p.schools.nsw.gov.au

 LeppingtonPublicSchool

Student Leadership Team Self-Nomination Form

Name: _____ Class: _____

I would like to nominate myself to be in the running for the 2024 Student Leadership Team.

To be eligible to begin the process towards a leadership position you must complete a short response to:

Why do I want to be considered for a leadership role and what do I bring to this role?

*As a parent you are aware of the school policy for leadership positions, their desire to be a recognised student leader and support their application.

Student Signature: _____

Parent Signature: _____

Principal Signature: _____

Submit this application to the principal by 10th November 2023.



School Leadership Acknowledgement of Role Description and Essential Criteria

As a Student Leader I will:

- provide a positive role model and leadership to the student body;
- represent the student body at school and community functions;
- coordinate school assembly programs;
- chair student council meetings with the assistance of the teaching staff;
- encourage students to take pride in their school;
- assist any student in need when necessary;
- willingly help teachers and the community.

As a Student Leader I acknowledge that I will:

- endeavour to speak confidently and spontaneously in public;
- maintain acceptable standards of work and behaviour in class and school activities;
- maintain a standard of dress and grooming in accordance with the school's uniform policy;
- demonstrate school spirit and pride.

This means:

1. Wearing the correct school uniform.
2. Following the school rules.
3. Participating in a number of school activities.
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

SCHOOL LEADERS PLEDGE

As a _____ at Leppington Public School
I pledge to:

- Be a role model as a LEARNER
- Be POSITIVE in what I say and do
- Help to make Leppington Public School a SAFE place to be
- and Always show RESPECT

I promise to be a good example to other students, to do my best at all times, to represent our school and community with pride and to make Leppington Public School a happy place for everyone.

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