Student Leadership Program
Values/Rules

- Be Respectful
- Be Responsible
- Be Safe

Runcorn State School staff, students and school community have a firm commitment to providing a safe and friendly atmosphere both in the classroom and the playground. The aim of the Year Five/Six/Seven Leadership Program is to provide students with the skills to become leaders in the school. The program seeks to develop a:
  - Peer leader tutoring system throughout the school
  - System of playground management which places some of the responsibility for playground mediation upon the students
  - Transition program to assist the prep students during their first year of primary school
  - Program of conflict resolution to be taught in the classroom
  - School leaders to take on captaincy positions within the school

Objectives
For the senior students
- To develop respect and responsibility for self, others and place
- To develop friendships, relationships and trust with others
- To develop self-confidence and self-esteem
- To develop responsible decision making skills
- To develop leadership and communication skills
- To improve communication between students and staff
- To develop the skills of conflict resolution
- To empower them through playing a useful role in the school

For the School
- To provide a safe and friendly environment where young students can feel safe
- To enable new students to integrate more easily and feel more comfortable in the school environment
- To assist students with the transition to and from primary school
- To provide long term benefits for all students as training and skills are passed onto younger students
- To encourage students to have close involvement with the school community
- To provide students with the opportunity to practise mediation and conflict resolution skills in practical situations
- To encourage students to be playground games/club leaders
- To identify eligible candidates for captaincy positions in year 5/6

For the Junior Students
- To provide a buddy to turn to if they have a problem
- To assist students with the transition to primary school
- To have leaders to teach them how to play in the lunch breaks
- To have an older student as a peer tutor in the playground
Skills
The Year Five/Six/Seven Leadership program encourages students to develop the following skills:

- Personal and interpersonal skills for effective communication
- Valuing social justice principles
- Decision making and problem solving
- Building self confidence and empathy
- Assertiveness
- Relationship development and maintenance
- Group leadership skills
- Responsibility for self, others and place
- Peer tutoring skills

Curriculum Links
Australian Curriculum General Capabilities
Personal and social capability
In the Australian Curriculum, students develop personal and social capability as they learn to understand themselves and others, and manage their relationships, lives, work and learning more effectively. The capability involves students in a range of practices including recognising and regulating emotions, developing empathy for and understanding of others, establishing positive relationships, making responsible decisions, working effectively in teams and handling challenging situations constructively.

The Personal and Social Capability Learning Continuum is organised into four interrelated elements of:

- recognition of emotions
- self-knowledge
- self-perception
- self-worth
- reflective practice
- appropriate expression of emotions
- self-discipline
- goal setting and tracking
- working independently and showing initiative
- confidence, resilience and adaptability

- communication
- working collaboratively
- decision making
- conflict resolution and negotiation
- building and maintaining relationships
- leadership
- empathy
- appreciating diverse perspectives
- contributing to civil society, advocacy for and service to others
- understanding relationships

YEAR 5/6 LEADERSHIP PROGRAM

In Term 4 of year 5/6, all students are eligible to become leaders within the school and attain their “Leaders Badge”. In order for a student to be eligible to obtain their Leaders Badge they must:

- Have the “Application to be a Student Leader” agreed to by their classroom teacher (Appendix 1). Students who apply and do not meet criteria are counselled by class teacher.

- After the teacher agreeing that the student meets the criteria and they complete 11 leadership tasks and have them signed off on the “Student Task Sheet, the class teacher signs the “Application
to be a Student Leader” (appendix 2). However, students will only be allowed to complete a maximum of one leadership task per day (guidelines are outlined in appendix 3).

- All students who are eligible for leadership badges in term 4 need to hand their completed “Leadership Task Sheets” and “Application to be a Student Leader” forms to Mr Johnstone for approval before receiving badges.

- Only students who attain their leaders badge in term 4 of year 5/6 are eligible to take on a Captaincy position within the school Leadership Program in Year 6/7.

- Once in year 6/7 the students can work towards attaining their leaders badges but will only be allowed to complete one leadership task per day.

- The final level of the leadership program “Name Embroidery” can only be achieved in year 6/7 after Term Two (by students who have demonstrated a sustained commitment to the program and achieved the set mile stones for this level)

- All captains are expected to have achieved their Embroidery (the highest level within the Leadership Program) by the end of Term Two in their final year of Primary School.
YEAR SIX/SEVEN LEADERSHIP PROGRAM
Students will display a SUSTAINED COMMITMENT to the program

Leadership Badge
1. The student must organise /liaise with the member of staff for each Leadership task
2. The activity will not be for their class teacher
3. The duties will be carried out during the first or second breaks
4. The student must undertake 11 duties of a minimum of 15 minutes
5. Every duty must be recorded with a clear description of the duty, the time of start and finish, the length of each duty and the signature of the supervising member of staff.

THIS MUST BE RECORDED AT THE TIME OF DUTY
6. No duties are to be undertaken in school time - they will be cancelled
7. No duties are to be undertaken after school finishes at 3:00pm.
8. The student MUST be back in class on time (or duty will be cancelled)
9. If the supervisor does not agree with the times recorded, or is not satisfied with the work done, then he/she will indicate this and will not sign off the task.

10. **The student's behaviour will be exemplary at all times.** He/she will not incur a detention. *Any improvement in behaviour will be considered favourably.*

11. The student shall be up to date with all schoolwork, assignments and homework

NAME Embroidery on Year Seven Shirt (can only be achieved after term 2 of final year of Primary)
1. The student must have earned the Leadership badge and completed a further FIFTEEN duties.
2. The student must organise a School Activity
3. The student must prepare the guidelines for an activity and discuss the idea with the Year Six/Seven teachers before any negotiation with other staff members. If approved, the Year Six/Seven teacher will then discuss the requirements for the activity.
4. A plan of the activity must be presented (on A4 pages) to the Year Six/Seven teachers. This will comprise:
   a. description of the activity
   b. students targeted eg year level / group (not year six/seven)
   c. date and location
   d. contact with teachers in that area, or on duty, PE, or who organises parade
   e. any recording paperwork
   f. any ‘advertisement’ signs
   g. announcements for parade
   h. a copy of certificates of participation
   i. results and reflection on process and operation of activity
5. An assistant is allowed to help, but the paperwork must be done by the student running the activity.
6. Any award will be a certificate – **THERE WILL NOT BE ANY EXPENSE IN THE PREPARATION OR AWARDS**

7. **ALL EMBROIDERY ACTIVITIES MUST BE COMPLETED BEFORE** Cut-off date (Week 2 of Term 4 in their final year of school)

It is an expectation that all students who hold a Captaincy position in the school will have received their Leadership Badge and Embroidery by the end of Semester One.
Year 7 Leadership Program
Awards Criteria

Peer Leaders Badges (during the year)
To earn the Leaders Badge, students must:
- Meet the criteria and have their application to be a leader signed off by their Teacher, Principal and Parent
- Do eleven duties over eleven weeks and have the card signed by the teaching on duty
- Show that they are leaders in a variety of ways – modelling appropriate behaviour, wearing school uniform, assisting teachers with class events
- Have no more than 1 detention or be sent to buddy class

Peer Leaders Shirt NAME Embroidery (during the year)
To earn the Leaders Embroidery, students must:
- Have received their peer leader’s badge and be in final year of Primary School
- Have participated in duties for an extra 10 weeks
- Have participated in organising a school event, eg. Under Eights Week, Disco, Clean Up, etc.
- Have been acknowledged by the classroom teacher as a model student in the classroom
- Have displayed conflict management skills in the classroom / playground
- Displayed sustained commitment to the Year 7 Leaders Program
- Be a role model to others
- Show reliability and commitment to activities

CITIZENSHIP AWARD - Bill Ardel
To receive this award, a student must
- not have received any other award at the school’s awards ceremony
- display a quiet achiever approach to volunteering, mentoring or support of other students and/or the community or a person in need without seeking specific accolades
- have a capacity to step up, as needed, in circumstances where a volunteer is called for or often volunteers without being asked

Honest Endeavour (Graduation; 4)
To receive this award, a student must
- Have received the peer leader’s badge
- Be working towards shirt logo
- Demonstrated commitment to helping others
- Be involved in a variety of school based extra curricula activities
- Be a role model to others
- Show reliability and commitment to activities

SPORTS AWARD
To receive this award, a student must have the highest combined levels of achievement in:
- School Sport
- District Sport
- Regional Sport
- National Sport
ROLES OF LEADERS

School Captains
- Representing the Runcorn student community at school and community events and functions
- Participating in Student Council
- Assisting in the organisation and running of school assemblies
- Taking responsibility for such things as putting out and taking in school flags
- Reporting regularly to Deputy/Principal for discussion

Library Captains
- Help with duties in the Library
- Give weekly reports and messages on Parade
- Help with book circulation
- General Library duties
- Report to Teacher Librarian and Library Teacher Aide regularly

Performance Captains (2 in each of these sections: Band/Strings/Choir)
- Represent music students and the program
- Help with the set up and pack up of rehearsal equipment
- Help with the set up and pack up for performances
- Help to organise and run school Arts and Performance events
- Deliver teacher messages to other performance group members
- Report to Instrumental Music co-ordinator regularly

House Captains
- Put out pads for posts and help in oval on rostered days
- Teach students to play games for lunch times on a rostered basis (non-competitive as well as competitive)
- Help set up on sports days (7.30am start)
- Carry out duties for PE teacher (i.e. running club)
- Lead house group on sports days with cheering and support (enlisting support of others)
- Report to PE teacher regularly
- Set up cones on the oval

Student Councillors
- Adopt a class – assigned to a class to assist where needed.
- Bins – ensure the distribution and collection of bins each day.
- Duty Boards – ensure duty boards are delivered to relevant teachers each day.
- Sports equipment borrowing
TIME LINE FOR CAPTAINCY/LEADERSHIP ELECTIONS

STUDENT LEADER SELECTION PROCESS

Captains Selected:
Captains by end of Yr 5/6 - School x 4, Library x 2, Band/Strings/Choir x 2 each

Leaders at start of Year 7 - Sports Captains x 4 per house, Student council,

PROCESS TIMELINE

YEAR 5/6 TERM 3
Wk 10/11 – Application forms for student leadership made available to year 6 students on Monday and due back by Friday

TERM 4
Wk 1 - Successful candidates informed and process for selection explained again by Deputy Principal with question and answer time for candidates on leadership tasks
Wk 2/3/4 - Leadership tasks completed (11 tasks)
Wk 5 - Potential school captains identified for speeches (6-8 Girls and 6-8 Boys – even split of 5 & 6 for 2013 Year). Nomination list available for staff input – Yr 5-7 teachers, Specialist teachers, Teacher aides, Admin, Coaches, SEP Staff
Wk 6 - 45 Min assembly All candidates speeches (Yr 5/6, school captains and teachers vote)
   Supervised questionnaire followed by an interview with Mr Johnstone and panel
Wk 7 - School Captains announced. Students nominated for Library and Performance Captains are reviewed and interviews with DP and relevant staff occur
Wk 10 - Academic and Behaviour Parade – Official ceremony and current leaders hand-over of responsibilities. Library and Performance Captains announced.

YEAR 6/7 TERM 1
Wk 2 - Students nominate for house captains and student council. Students need to be signed off on Leadership Application form by last year teacher
Wk 3 - Speeches for House Captains and voting.
Wk 4 - Student Councillors selected – class voting and teacher input
Wk 5 - Leadership Ceremony – Captains and student council with badge presentation
Runcorn State School  
Student Leader Application

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<th>Name of applicant</th>
<th>Class</th>
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I wish to apply for the position of Student Leader at Runcorn State School. I understand that if I am successful in being appointed a student leader, my role would involve:

- Representing the Runcorn student community at school and community events and functions
- Being a positive role model for other students
- Assisting in the organisation and running of school assemblies
- Reporting regularly to the Deputy Principal/Principal for discussion

It is also expected that I will attain Level 2 (Shirt Embroidery) in the school Leadership Program by the end of term 2, year 6/7 (If I become a captain of any sort).

In order to carry out this role, I demonstrate the following characteristics: (please tick)

- [ ] I am helpful, friendly, considerate and polite to school staff, school visitors and fellow students.
- [ ] I consistently follow and promote the school rules.
- [ ] I always do my best, and aim for high quality work.
- [ ] I am consistently well organised.
- [ ] I volunteer to assist around the school.
- [ ] I participate in a range of school activities to the best of my ability. Please list activities in which you have been involved. _______________________________________________________________________________________ _______________________________________________________________________________________

- [ ] I am able to communicate in a confident and friendly way.
- [ ] I set a positive example for other students.
- [ ] I consistently display a respectful attitude.
- [ ] I remain composed in difficult or conflict situations.

(Change that you meet **ALL** of above criteria with your class teacher before completing the 11 leadership tasks).

- [ ] I have completed 11 leadership tasks

I wish to apply for (please tick). Please note that you may apply for more than 1 position but you can only fill 1 Captaincy position.

- [ ] School Captain
- [ ] Student Leader Badge
- [ ] House Captain
- [ ] Library Captain
- [ ] Performance Captain
- [ ] Strings
- [ ] Band
- [ ] Choir

Endorsement of Applicant (to be signed off in the following order). Class teachers will give feedback to students if they are deemed to not yet be ready. Students need to complete 11 tasks before signed off.

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## Leadership Award

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