



# Runcorn State School

## Student Leadership Policy

### Parent and Students



#### Background

Runcorn State School has developed this leadership policy for senior (Year 5) students that is based on the following characteristics:

- Holistic/inclusive
- Transparent
- Offers an in-depth opportunity for all senior students to participate
- Democratic
- Ensures that the leadership capability of as many students as possible is developed
- Simple in operation/implementation

#### Positions

Leadership positions are open to any Year 5 student who demonstrates capability, capacity and competence against all selection criteria. Year 5 teachers will complete a School Captain Assessment Form for each student to better inform on the potential leadership skills of all students.

The selection criteria are:

1. Demonstrate that you use our three school rules - Be Respectful, Be Responsible, Be Safe.
2. Demonstrate confidence and the ability to speak in front of an audience.
3. Work as a member of a team.
4. Demonstrate that you represent yourself and our school to the highest standard by –
  - being and doing your best both in class and in the playground
  - attending school regularly
  - arriving at class on time
  - supporting your teacher/s
  - supporting your peers
  - working in class to the best of your ability and
  - wearing our school uniform as specified in the Dress Code.
5. Attending all rehearsals/performances and events according to the position held/sought.

#### Election of School Captain (and other leadership positions)

School leaders are elected by ALL teachers and students in Year 5 as indicated in the above table/s. Elections occur in Term IV of the preceding year, where possible. For the position of School Captain, students with the highest vote count will become the School Captain.

#### Process for School Captains

The following provides a step-by-step guide:

- Students nominate against selection criteria – and complete the School Captain Application/Nomination Form.
- The completed form is provided to the Year 5 class teacher who will provide comment on the students' leadership against the selection criteria.
- Selected students are short-listed and interviews conducted by a selection panel.
- The Selection Panel consists of (where possible) the Principal, a staff member from Year 5 and one P&C representative/community member.
- Students shortlisted are introduced to staff and students in Year 5 and placed on the voting slip.
- Speeches are made.
- Voting takes place.
- Votes are counted – students achieving the highest vote count are declared elected.

## **Process for other Leadership Positions**

The following provides a step-by-step guide for other leadership positions:

- Once the voting for School Captains is completed and the successful candidate declared, nominations and voting will take place for all other Captain positions.
- Nominated students complete a Preference List Form for all other Captain/Leadership positions.
- Relevant Application/Nomination Forms are then provided to students.
- Students will need to complete the relevant Application/Nomination Form for the Captain position sought. This form is submitted to the Year 5 class teacher for comment and then to the teacher supervising the extra-curricular activity for assessment of suitability. Students do NOT need to complete this form fully if they have applied for School Captain - students refer to this application when they fill in the application/Nomination Form for the other Captain roles.
- The selection panel will review nominations; however, no interviews are required.
- Students who are shortlisted will present a speech to the appropriate forum i.e. sports to Year 4 and 5 students of that house.
- Voting conducted by students.
- Votes are counted – students achieving the highest vote will be declared elected after review by the Principal to ensure they are only holding one captaincy position and by looking at their preferences for the various Captain positions (Preference List Form).
- Students interested in other Leadership positions will need to complete a nomination form for this extra-curricular position and submit to their Year 5 teacher for comment and to the teacher coordinating this area for assessment of suitability.
- A parent will need to sign the nomination form to show their support for the application and the requirements needed to fulfil the position.

## **Loss of Position**

Where the above criteria are not met or 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 or Deputy Principal
2. Loss of position (badge and privileges) for two weeks
3. Loss of position (badge and privileges) for the rest of the year

The Principal / Deputy Principal will determine the action taken, in consultation with relevant staff as to the length of loss of position. If the behaviour is severe (e.g., inappropriate language, threatening behaviour towards a member of staff, student, parent or visitor) immediate loss of position will occur. Appropriate communication will advise parents of issues of concern. Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal / Deputy Principal. The incident of misbehaviour will be investigated and recorded, and dealt with within seven days following the complaint.

## Application/Nomination form for School Captain

(Give the completed form to your class teacher)

My name is: \_\_\_\_\_ My class is: \_\_\_\_\_

### Job description

School Captains are required to:

1. Chair school assemblies and perform Acknowledgement of Country when required
2. Meet and greet visiting VIPs
3. Attend the community ANZAC Day March and stay for the service to present a wreath
4. Attend and support special events
5. Assist with the Year 6 graduation
6. Be responsible for writing speeches and regular articles for the school newsletter
7. Attend Student Council meetings (weekly/fortnightly)
8. Meet with members of the School Admin Team (once per term)
9. Continue charity work that supports the wider community such as selling ANZAC badges and Poppies and especially charities with a child focus such as Bandanna Day for Canteen.
10. Complete regular duties as required such as Flag, Bins, Pre-Prep tours, advertising posters for school events.
11. Work collaboratively with the school leaders, teachers, other staff and the P&C.

The selection criteria are:

1. Consistent role modelling of the three school rules.
2. Demonstrate confidence and the ability to speak in front of an audience.
3. Work as a member of a team.
4. Demonstrate that you represent yourself and our school to the highest standard by –
  - being and doing your best both in class and in the playground
  - attending school regularly
  - arriving at class on time
  - supporting your teacher/s
  - supporting your peers
  - working in class to the best of your ability
  - wearing our school uniform as specified in the Dress Code
  - attending all rehearsals/performances and events according to the position held/sought.

My Year 5 teacher is: \_\_\_\_\_

Please indicate how you follow our school rules:

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Please indicate how you work as a member of a team:

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Please indicate how you speak confidently:

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Please indicate how you have demonstrated behaviour in class and the playground which sets a high standard for other students:

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Please indicate what you would bring to this leadership position:

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Please indicate how you have attended school functions, rehearsals and performances:

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**Parent/Caregiver Declaration**

I support the application of my child for School Captain. I am aware of the Runcorn State School Student Leadership Policy. I understand the selection criteria, specific duties required for the role and the 'Loss of Position' procedure. I will support my child in the role of Student Leader.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For this application to be accepted all sections must be completed.  
It must have your signature and the signature of your Parent/Carer.  
This application is due in Term 4 - Week 3 - Tuesday October 15, no later than 2:55pm.

Comment from Year 5 teacher:

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**Preference list form for leadership positions other than School Captain**

(Give this form to your class teacher)

My FULL name: \_\_\_\_\_

My Class: \_\_\_\_\_

My Year 5 Teacher: \_\_\_\_\_

My House: \_\_\_\_\_

I am interested in the following Leadership positions. Place the number “1” against the position you most wish to apply for, and then the number “2” against your next preferred position and so on. You do not need to place a number against every position – number ONLY those positions for which you seek election.

<b>Position</b>	<b>Preference</b>
House Captain	
Music Captain	
Cultural Captain	
Environment Captain	

An Application/Nomination Form will be provided for each position sought

**Application/Nomination form for House Captain**

(Give the completed form to your class teacher who will make comments and return to the Leadership team who will then pass the form on the PE teacher)

**My name is:** \_\_\_\_\_ **My class is:** \_\_\_\_\_ **My House is:** \_\_\_\_\_

If you have applied for School Captain complete the details above only. If you **did not** apply for School Captain complete all details below.

**Job description**

House Captains are required to:

1. Represent the school at sporting events
2. Assist with organising sport and swimming carnivals
3. Assist Junior students with lunch time sport
4. Attend the community ANZAC Day March
5. Attend Student Council meetings (weekly/fortnightly)
6. Attend and support special events
7. Organise sports equipment at lunchtime
8. Support teachers at sporting events i.e. organise banners, war cries, encourage House spirit and cleaning up after events and lead their House in an encouraging and sporting way - show sportsmanship.
9. Be responsible for cones to be placed on the oval each day
10. Work with the school leaders, teachers, other staff and the P&C to make our school the best it can be.

The selection criteria are:

1. Demonstrate that you use our three school rules.
2. Demonstrate confidence and the ability to speak in front of an audience.
3. Work as a member of a team.
4. Demonstrate that you represent yourself and our school to the highest standard by –
  - being and doing your best both in class and in the playground
  - attending school regularly
  - arriving at class on time
  - supporting your teacher/s
  - supporting your peers
  - working in class to the best of your ability and
  - wearing our school uniform as specified in the Dress Code
  - attending all rehearsals/performances and events according to the position held/sought.

My Year 5 teacher is: \_\_\_\_\_

Please indicate how you follow our school rules:

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Please indicate how you work as a member of a team:

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Please indicate how you speak confidently:

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Please indicate how you have demonstrated behaviour in class and the playground which sets a high standard for other students:

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Please indicate what you would bring to this leadership position:

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Please indicate how you have attended school functions, rehearsals and performances:

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**Parent/Caregiver Declaration**

I support the application of my child for House Captain. I am aware of the Runcorn State School Student Leadership Policy. I understand the selection criteria, specific duties required for the role and the 'Loss of Position' procedure. I will support my child in the role of Student Leader.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For this application to be accepted all sections must be completed.  
It must have your signature and the signature of your Parent/Carer.  
This application is due in Term 4 - Week 5 - Friday November 1, no later than 2:55pm.

Comment from Year 5 teacher:

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## Application/Nomination form for Other Leadership positions

(Give the completed form to your class teacher who will make comments and return to the Leadership team)

My name is: \_\_\_\_\_ My class is: \_\_\_\_\_

Highlight the position you are applying for

Music Captain
Environmental Captain
Cultural Captain

If you have applied for School Captain complete the details above only. If you **did not** apply for School Captain complete all details below.

### Job description

Runcorn Extra-Curricular Captains are required to:

1. Represent the school at special events
2. Assist with organising the extra-curricular group
3. Assist Junior students in this group
4. Attend the community ANZAC Day March (if possible)
5. Attend Student Council meetings (weekly/fortnightly)
6. Attend and support special events
7. Continue charity work that supports the wider community such as selling ANZAC badges and Poppies and especially charities with a child focus such as Bandanna Day for Canteen.
8. Complete regular duties as required such as Flag, Bins and advertising posters for school events.
9. Work with the school leaders, teachers, other staff and the P&C to make our school the best it can be.

The selection criteria are:

1. Demonstrate that you use our three school rules.
2. Demonstrate confidence and the ability to speak in front of an audience.
3. Work as a member of a team.
4. Demonstrate that you represent yourself and our school to the highest standard by –
  - being and doing your best both in class and in the playground
  - attending school regularly
  - arriving at class on time
  - supporting your teacher/s
  - supporting your peers
  - working in class to the best of your ability and
  - wearing our school uniform as specified in the Dress Code
  - attending all rehearsals/performances and events according to the position held/sought.

My Year 5 teacher is: \_\_\_\_\_

Please indicate how you follow our school rules:

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Please indicate how you work as a member of a team:

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Please indicate how you speak confidently:

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Please indicate how you have demonstrated behaviour in class and the playground which sets a high standard for other students:

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Please indicate what you would bring to this leadership position:

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Please indicate how you have attended school functions, rehearsals and performances:

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**Parent/Caregiver Declaration**

I support the application of my child for the Extra Curricula Captain position. I am aware of the Runcorn State School Student Leadership Policy. I understand the selection criteria, specific duties required for the role and the 'Loss of Position' procedure. I will support my child in the role of Student Leader.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For this application to be accepted all sections must be completed.  
It must have your signature and the signature of your Parent/Carer.  
This application is due in Term 4 - Week 6 - Friday November 8, no later than 2:55pm.

Comment from Year 5 teacher:

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## Application/Nomination form for Student Council

(Give the completed form to your class teacher who will make comments and return to the Leadership team)

**My name is:** \_\_\_\_\_ **My class is:** \_\_\_\_\_

If you have applied for School Captain complete the details above only. If you **did not** apply for School Captain complete all details below.

### Job description

Runcorn Student Council Representatives are required to:

1. Represent the school at special events
2. Assist with organising the extra-curricular group
3. Assist Junior students in this group
4. Attend the community ANZAC Day March (if possible)
5. Attend Student Council meetings (weekly/fortnightly)
6. Attend and support special events
7. Continue charity work that supports the wider community such as selling ANZAC badges and Poppies and especially charities with a child focus such as Bandanna Day for Canteen.
8. Complete regular duties as required such as Flag, Bins and advertising posters for school events.
9. Work with the school leaders, teachers, other staff and the P&C to make our school the best it can be.

The selection criteria are:

1. Demonstrate that you use our three school rules.
2. Demonstrate confidence and the ability to speak in front of an audience.
3. Work as a member of a team.
4. Demonstrate that you represent yourself and our school to the highest standard by –
  - being and doing your best both in class and in the playground
  - attending school regularly
  - arriving at class on time
  - supporting your teacher/s
  - supporting your peers
  - working in class to the best of your ability and
  - wearing our school uniform as specified in the Dress Code
  - attending all rehearsals/performances and events according to the position held/sought.

My Year 5 teacher is: \_\_\_\_\_

Please indicate how you follow our school rules:

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Please indicate how you work as a member of a team:

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Please indicate how you speak confidently:

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Please indicate how you have demonstrated behaviour in class and the playground which sets a high standard for other students:

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Please indicate what you would bring to this leadership position:

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Please indicate how you have attended school functions, rehearsals and performances:

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**Parent/Caregiver Declaration**

I support the application of my child for Student Council position. I am aware of the Runcorn State School Student Leadership Policy. I understand the selection criteria, specific duties required for the role and the 'Loss of Position' procedure. I will support my child in the role of Student Leader.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For this application to be accepted all sections must be completed.  
It must have your signature and the signature of your Parent/Carer.  
This application is due in Term 4 - Week 7 - Friday November 8, no later than 2:55pm.

Comment from Year 5 teacher:

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