



## ELECTION OF LEADERS POLICY

### RATIONALE

School life provides many opportunities for young people to develop leadership and representation skills, including as leaders in school governance. Formal student leadership and student representation programs provide important benefits for individual students and schools. 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.

In fact students report that when they actively participate in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions.

They have:

- increased communication skills
- improved academic performance for students involved
- greater commitment to the school from the wider student body
- positive influences on the climate of the school
- strengthened school spirit
- increased cooperation from students.

The principles which we at Oak Flats 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 an 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 difference
- 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
- are perceived as relevant and valuable by the students and the school.

At Oak Flats Public School students have a variety of ways to become leaders within the school setting.

These roles include:

- Student Representative Council (SRC) member (Yrs 2 – 6)
- School Captain or Vice Captain (Yr 6)
- House and Vice Captains (Yr 6)

## SECTION 1

## YEAR 6 CAPTAINS AND VICE CAPTAINS

## AIM

Oak Flats Public school endeavours to develop students' leadership skills and to share decision making processes. The procedures put in place at Oak Flats Public School have been developed to be fair, unbiased, equitable and inclusive of all students.

## Timeline

TERM	PROCEDURE: Captain & Vice Captain				
Early Term 1	Inform all Year 5 students of the <b>criteria</b> which will enable them to be eligible for candidacy.				
Terms 1 - 4	Students are reminded of the criteria for the positions of Captain or Vice Captain.  Monitor Year 5 students' eligibility for nomination throughout the year.				
Term 4 Week 4-5	Year 5 students are provided with a written copy of the criteria for the position of School Captain or Vice Captain. They will also receive a written copy of the roles and responsibilities associated with the position of Captain or Vice Captain.  Year 5 students who feel they satisfy the position criteria and can fulfill the accompanying responsibilities, nominate themselves for the position by writing a letter to the principal under the supervision of the Stage 3 Assistant Principal.  <u>Executive staff will vet nominations based on specific criteria for nomination.</u>				
Term 4 Week 5-6	Year 5 nominees prepare a speech and present it to their Stage 3 peers. Speeches should address the specific criteria for Captains/Vice Captains. Stage 3 students vote and the top five boys and girls from Stage 3 votes are chosen.				
Term 4 Week 8	The top five boys and top five girls present their speeches to Years 2-6.				
Term 4 Week 8	Voting is conducted by secret ballot in classrooms. Students in Years 2-5 will vote for:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">- Boy Captain</td> <td style="width: 50%;">- Girl Captain</td> </tr> <tr> <td>- Boy Vice Captain</td> <td>- Girl Vice Captain</td> </tr> </table> Students who are absent on voting day can vote the next day. Teachers and support staff will also vote.	- Boy Captain	- Girl Captain	- Boy Vice Captain	- Girl Vice Captain
- Boy Captain	- Girl Captain				
- Boy Vice Captain	- Girl Vice Captain				
Term 4 Week 8	Votes will be collated and counted by two members of the Executive and will be verified by the Principal.  Each staff member will also vote. Staffs vote is equal to four points and students vote is equal to one point. All ballot papers will be retained by the Principal.				
Term 4 Presentation Assembly	The Captains and Vice Captains will be announced at the Annual Presentation Assembly.				
Term 1 (following year)	Elected School Captains and Vice Captains will receive their badges at the Induction Assembly, Term 1, at a whole school assembly. Students will complete their Captains and Vice Captains contract and read the Captains Pledge at this assembly.				

**CRITERIA FOR NOMINATION**

Students can be nominated if they fulfill the following criteria:

- demonstrates positive behaviour and has made a concerted effort to improve over time by acting with integrity, honesty and respect
- displays initiative; shows a willingness to assist and an ability to make decisions for themselves
- works well as a team member
- displays strong communication skills
- wears full school uniform at all times and appropriately
- outstanding role model for other students in the classroom, playground and when representing the school
- displays a willingness to participate in extra-curricular activities and school events
- takes responsibility for their actions at all times
- upholds the school PBL values.

**ROLES AND RESPONSIBILITIES**

These may include:

- leading and setting up K-6 Assemblies
- assisting dignitaries and visitors in the school
- flying the flag in the appropriate manner
- assisting with Kindergarten Orientation
- co-ordinating and organising SRC initiatives
- participating in the Public Speaking Group
- writing newsletter articles for the SRC
- representing the school at official school functions.

**CAPTAIN'S PLEDGE**

We, the Captains of Oak Flats Public School will strive to be positive representatives of our school, in every thought, word and deed.

We promise to act as good role models for those we serve; to treat everyone with respect; to be responsible leaders and maintain the high standards our parents, and school expect.

In everything we do we will uphold our school motto.

## SECTION 2

### STUDENT REPRESENTATIVE COUNCIL

#### AIM

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

TERM	PROCEDURE: SRC – Semester 1
Term 1 Week 2	<p>Students Years 2-6 are told by their classroom teacher that SRC representatives will be elected next week.</p> <p>The teachers list the specific criteria for two(2) SRC member for each grade (Years 2- 6).</p> <p>Students are to remain in position for one Semester and then another two representatives will be chosen in Semester 2.</p>
Term 1 Week 3	<p>Students Years 2-6 and class teachers discuss the roles and responsibilities of an SRC member.</p> <p>The students are told the criteria.</p> <p>Students Years 1-6 are self and/or nominated by other class members.</p> <p>The teacher assesses the student's suitability as nominees using the SRC criteria as a guide.</p> <p>Students are elected using a secret ballot system.</p> <p>Only two (one boy and one girl) student representatives are to be elected from each class.</p>
Term 1 Week 5	<p>SRC members (Yr 2) are given their badges, complete their SRC contract and read the SRC pledge at a K-2 Induction Assembly.</p> <p>SRC members (3-6) are given their badges, complete their SRC contract and read the SRC pledge at a 3-6 Induction Assembly.</p> <p>Parents are invited to this special assembly.</p>

**CRITERIA FOR NOMINATION**

Students can be nominated if they fulfil the following criteria:

- displays good leadership skills
- wears full school uniform at all times and worn appropriately
- shows a willingness to assist others
- is a role model in the classroom and playground and when representing the school
- displays exemplary behaviour at all times
- takes responsibility for their actions at all times
- displays good communication skills
- can represent the class at SRC meetings
- upholds the school PBL values and rules.

**ROLES AND RESPONSIBILITIES**

These may include:

- attend all SRC meetings
- present the ideas of the grade at SRC meetings
- assist with the planning and implementation of SRC projects
- assist other students when required
- be of general assistance to all members of staff, students, parents and visitors.

**SRC PLEDGE**

We promise to do our best as members of the Student Representative Council.

We will listen to our fellow students and be their voice.

We will lead by example, showing kindness, respect and responsibility.

We will work hard to make our school a better place for everyone.

We will uphold our school's values and always act with honesty and fairness.

We will encourage teamwork, friendship and a positive attitude.

With pride and dedication, we pledge to serve our school and classmates to the best of our ability.

Together, we can make a difference!

**SECTION 3****HOUSE and VICE CAPTAINS****AIM**

Oak Flats Public School endeavours to develop student's leadership skills and to share decision making processes. The procedures put in place at Oak Flats Public School have been developed to be fair, unbiased, equitable and inclusive for all students. Students in Years 6 can stand for House Captain, and if student numbers are insufficient, then students in Year 5 can also stand. These captains will hold office for the year and not hold any other leadership role in that year.

<b>TERM</b>	<b>PROCEDURE: House Captains</b>
Term 1 Week 2	Stage 3 teachers to thoroughly go through the election of leaders' policy with all stage 3 students.
Term 1 Week 3	<p>Year 6 students fill out nomination form if they would like to apply to stand for School Sport Captain or Vice Sport Captain. If there are not enough year 6 candidates Year 5 students will be offered the opportunity to nominate.</p> <p>Stage 3 teachers will vet nominations based on specific criteria for nomination. A maximum of 5 boys and 5 girls for each house will stand for election.</p> <p>During the first sports House meeting, students are told by their sports group teacher what the specific criteria for two (2) House and Vice Captains are.</p> <p>Students are elected using a secret ballot system.</p> <p>House Captain representatives must consist of 1 boy and 1 girl from Year 6. If this is not possible, the positions may be filled by 2 boys or two girls from Year 6. If there are not enough eligible Year 6 candidates, the opportunity will be extended to Year 5 students.</p> <p>Students are to remain in office for the year unless they are unable to fulfill the specific criteria and roles and responsibilities.</p>
Term 1 Week 5	<p>House Captains are given their badges, complete their House Captain contract and read the pledge at a 3-6 Induction Assembly.</p> <p>Parents are invited to this special assembly.</p>

## CRITERIA FOR NOMINATION

Students can be nominated if they fulfill the following criteria:

- displays good leadership skills and works well as a team member
- wears full school uniform at all times and worn appropriately
- displays initiative; shows a willingness to assist and an ability to make decisions for themselves
- outstanding role model for other students in the classroom, playground and when representing the school
- demonstrates positive behaviour and has made a concerted effort to improve over time by acting with integrity, honesty and respect
- takes responsibility for their actions
- displays no violence at anytime
- shows respect for all adults at all times
- upholds the school PBL values
- has the ability to fulfill good and sound practices of being a good sport.

## ROLES AND RESPONSIBILITIES

- Demonstrate being a good role model and participate in whole school sports events
- Attend SRC meetings.
- Encourage other members in the House to participate to the best of their ability
- Support with refereeing of lunch and recess sports across the school
- Assist with the organisation of sports equipment
- Assist in organising and distributing lunch and recess sports equipment in the playground.

### HOUSE CAPTAIN'S PLEDGE

As a House Captain of Oak Flats Public School, I pledge to carry out my duties in an honest, cheerful and diligent manner.

I further promise to participate in activities and model good sportsmanship. I will encourage all house members to do their best. I will always try to be a good example to others and carry out my duties to the best of my abilities.

### CONSEQUENCES OF NOT MEETING EXPECTATIONS AS A CAPTAIN, VICE CAPTAIN, SRC, HOUSE CAPTAIN OR HOUSE VICE CAPTAIN ARE AS FOLLOWS:

- 1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the Principal or Executive member.
- 2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the Principal or Executive member.
- 3<sup>rd</sup> Offence:** Loss of badge and responsibilities may be permanent. Parents contacted by the Principal or Executive member.

**Severe violence will result in permanent loss of badge and responsibilities.**