



Student Leadership Procedure Overview

1. Context:

School life provides many opportunities for young people to develop leadership skills. Through daily interactions with peers and teachers, shared responsibilities and by contributing to decision making forums, students at Mullaway Primary School have the opportunity to become part of the school governance.

Formal student leadership and student representation programs provide important benefits for individual students and our school. 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.

Students who actively participate in school life and feel that they are encouraged to share their ideas and opinions, feel respected and want to make further contributions to the school.

2. Procedure Overview Statement:

The aim of this procedure overview is to ensure that all students have the opportunity to build leadership skills through equitable programs that reflect the core values taught at Mullaway Primary School, including learning, collaboration, culture, community, opportunity, progress, success and happiness.

At Mullaway Primary School we encourage and provide a variety of ways for our students to become involved as leaders within the school setting. Our leadership program is a reflection of our values as a school. The school encourages these leadership roles to be spread amongst the student body. It is important that students prioritise which role is better suited to them. The roles may include but are not limited to; -

- School Captains and Vice Captains (Year 6)
- Aboriginal Representatives (Year 5/6)
- House Captains (Year 6)
- SRC members (Year 2 to Year 5)
- Junior Aboriginal Education Council Group (JAECG) Executive (Year 4-6)
- Library Monitors (K-6)
- Canteen Helpers (Year 6)

NB:- A student who is voted in as an Aboriginal representative can also hold another leadership role excluding house captain.

3. Rationale:

At Mullaway Primary School we will:-

- maximise student participation in decision making and ensure that students apply leadership skills to initiatives that strengthen the school community and the communities in which they live
- establish clear guidelines and expectations of student leaders, in regard to rights and responsibilities and behaviours
- initiate educational programs based around developing communication skills, confidence, and leadership that actively promote and strengthen the corporate life of the school through Peer Support
- establish high expectations and promote leadership opportunities to all students
- provide fair access and participation for all students
- encourage students to differentiate between student participation, student leadership and popularity



- encourage more experienced student leaders to support those who are less experienced.

4. Leadership Skills Overview:

Leadership skills are qualities that a person needs to have to be an effective leader. The main characteristics of a leader are responsibility, confidence, respect, organisation and public speaking.

Confidence

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community.

Organisation

As a leader, you will need to be ready to take on extra responsibilities. You will be relied upon by others to get jobs done and require high level organisation skills.

Responsibility

Being responsible means being accountable for your actions. It involves making decisions and taking action, rather than waiting to be told what to do.

Respect

A big part of being a school leader is to respect others. It is important to listen to what your peers and staff have to say.

Public Speaking

Public Speaking is a skill and a quality that every leader should develop strength in. Leaders will be required to speak with confidence, clarity and enthusiasm. You will normally do most of your public speaking at assemblies in front of the whole school and out in the school community, including the use of the microphone.

5. Procedure for election of School Captains:

A candidate for School Captain is expected to; -

- display high level leadership skills
- wear full school uniform, at all times, and ensure it is worn appropriately as per the uniform guidelines
- show willingness to assist at different levels i.e., peers, teachers, auxiliary staff and visitors
- be a role model in the classroom, playground and when representing the school
- display exemplary behaviour at all times
- uphold all school and classroom rules
- participate and try their best in school events
- show pride in self and Mullaway Primary School



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mullaway-p.school@det.nsw.edu.au

- be involved in activities that add to the life of the school.

See the School Leadership Procedure for Captains for further detailed information.

- Nominees' parents will be informed and invited to the assembly. If any student withdraws after this announcement, there will be less nominees presenting speeches to the school community i.e., their position will not be filled by another student
- The nominees will present their speeches to the school in alphabetical order. Students from Kindergarten (practice voting procedures but their vote is not counted) to Year 5 and salaried school staff will vote for two nominees which they believe are most suited for the position as School Captain.
- The Captains, Vice Captains, Aboriginal Representative and SRC will be presented their badges at the Leadership Assembly. They will also state the Pledge accepting their positions at the Leadership Assembly held in Term 1 the following year
- If a Captain leaves early in the following year, he/she will be replaced, according to voting results
- A simple performance appraisal will be conducted as appropriate. If a student leader does not meet the guidelines, parental support will be requested. Further action may be warranted if the captain's performance does not improve

Each nominee needs to be made aware of these responsibilities before accepting the nomination.

Each captain will assume a range of responsibilities to help the school function smoothly.

These activities may involve absences from class and the Captains may have to catch up class work missed.

Captains will be expected to: -

- run assemblies when appropriate under the guidance of a member of the Executive/Principal
- welcome and thank visitors to the school
- attend SRC meetings to maintain their contact with the broader school community
- maintain the school rules and demonstrate exemplary behaviour
- consistently wear the complete and correct school uniform as per the uniform guidelines
- may be expected to represent the school, outside of school hours at community activities

6. Procedure for the election of other captains:

House Captains:

House Captains provide students with an opportunity to lead their sporting house and actively encourage participation and good sportsmanship. Students in Year 6 can nominate for House Captain. Each house will have four House Captains.

The House Captains are responsible for assisting with sporting events across the school.

The election process should follow the below guidelines: -



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Sporting house meetings take place early Term 1 to vote and elect house captains.

Stage 3 teachers will outline the specific criteria expected for House Captains.

Year 6 students will self-nominate. In some instances, Year 5 might be called upon if there are not enough Year 6 students.

Students at the meeting will vote for their chosen House Captains. Captains are announced at the meeting and badges will be presented during the Term 1 Leadership Assembly.

7. Procedure for the election of other leadership roles:

Student Representative Council (SRC): -

The SRC is a group of students in a school elected by their fellow students, to represent all students in the school, and who organise ways for students to participate in school life. SRC members work democratically to represent the student body in school decision making. Students work together, with help from a staff member, to improve school life and to contribute students' ideas.

Students are eligible to represent their class on the SRC if they: -

- display good leadership skills
- wear full school uniform as per the uniform guidelines
- show a willingness to assist at all times
- are a positive role model for other students in the classroom and playground and when representing the school
- display exemplary behaviour
- uphold all classroom and school rules
- can represent the class at SRC meetings

See the SRC Procedure for further detailed information.

LIBRARY MONITORS:

Library monitor roles allow interested students from K-6 (discretion of Teacher Librarian) an opportunity to engage in a more informal leadership role by assisting the Teacher Librarian at Afternoon Break. There are no formal voting procedures for this role, however, students must ask for permission at the start of the break before commencing (maximum of four students per session).

Library monitors will be expected to:

- show an awareness of the required behaviour and time dedication involved (entire break)
- assist with general tidying
- assist with setting up and packing away activities
- demonstrate a willingness to assist at all times when 'on duty' in the library



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- be a positive role model for other students in the classroom, library, playground and when representing the school
- model appropriate use of technology including the internet and library resources.

CANTEEN HELPERS:

Students in Stage 3 are invited to be canteen helpers.

Students are required to follow the direction of Canteen Staff and will be supervised at all times.

Students will assist, at afternoon break, by serving at the counter and handling money. Students may at times be in the region of hot appliances but will not be required to serve hot food from the ovens.

Students are required to wear full school uniform, as per the uniform guidelines, including closed in shoes.

The Mullaway Primary School P&C Association values the assistance of Student Helpers in the Canteen.