School Leadership 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.

At Narrabeen Lakes Public School, students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. Students can only take up one of the leadership roles within the year. It is important that students are aware of this so that they can prioritise the role they wish to apply for. These roles include:

- Year 6 Captains
- Year 6 Vice - Captains
- Year 6 Prefects
- House Captain
- House Vice - Captain

The principles which we at Narrabeen Lakes 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 differences;
  - engage all groups in the school;
  - 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;
draw on the expertise and resources of the wider community and are perceived as relevant and valuable by the students and the school.
Section 1

Year 6
School Captain
Vice - Captain
Prefect
Procedures
## PREFECTS & CAPTAINS PROCEDURES

**Timeline:**

<table>
<thead>
<tr>
<th>Term</th>
<th>Week</th>
<th>Procedure: Prefects &amp; Captains</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy. Criteria listed below table.</td>
</tr>
<tr>
<td>1</td>
<td>1-10</td>
<td>Monitor Year 5 students’ eligibility for nomination. Using class roll if necessary.</td>
</tr>
<tr>
<td>2</td>
<td>1-10</td>
<td>Monitor Year 5 students’ eligibility for nomination. Using class roll if necessary.</td>
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<tr>
<td>3</td>
<td>1-10</td>
<td>Monitor Year 5 students’ eligibility for nomination. Using class roll if necessary.</td>
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<tr>
<td>4</td>
<td>1-4</td>
<td>Monitor Year 5 students’ eligibility for nomination. Using class roll if necessary.</td>
</tr>
<tr>
<td>4</td>
<td>3-4</td>
<td>Students wishing to be considered for nomination sign a contract agreeing to uphold to the standards expected of them if successful. This note is also signed by their parents / carers. See attachment A.</td>
</tr>
<tr>
<td>4</td>
<td>4 - 5</td>
<td>Year 5 and 6 meet as a collective group in the hall. Students are reminded of the criteria for students who can and cannot be nominated to stand for election. Year 6 children nominate candidates. Teachers check all nominated students against the criteria for nomination eligibility, including signing of contract. The Year 5 child nominated stands up and either accepts the nomination or politely declines the offer. A maximum of 8 girls and 8 boys (ideally 6) could possibly stand for elections. If there are more than this amount, a pre – election will occur on the spot with Year 5 and 6 voting for the best candidates to be put forward.</td>
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<tr>
<td>4</td>
<td>6</td>
<td>Candidates standing for election are announced at the K-6 Assembly.</td>
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<tr>
<td>4</td>
<td>7</td>
<td>Students are to present a speech at a K-6 Assembly. Each student is given a 2 minute restriction. The candidates are given the topic for their speech in the morning and given that session (9:30 – 10:55am) to prepare. They will present their speeches after recess.</td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>Leadership Elections. Students in Years 2-6 will vote. Each student voting will be marked off a class list. Students who are absent on the voting day are eligible to vote the next day. No further votes will be accepted after this. Votes will attract a specific weighting. See attachment E – Vote Weighting.</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>Candidates informed by principal as to whether they are successful or not in gaining a leadership position on Monday. If the child is away they will be informed the following morning. The leadership team will be announced at the Tuesday K-6 school assembly.</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
<td>The Captains, Vice – Captains and Prefects will be represented by a girl and a boy in each position. Their specific role will be announced at the K-6 Presentation Day and they will be presented with their badge and take the pledge (See attachment C: captains, vice – captains and prefects pledge). They are expected to sign the Leadership Contract (See attachment B Leadership Contract).</td>
</tr>
</tbody>
</table>
Nomination of Candidates:
Students can be nominated if they fulfil the following essential criteria:

- Displays good leadership skills
- Have had no more than 3 yellow cards (or equivalent) in Year 5
- Ability to speak confidently in public
- Demonstrates ability to maintain high standards of work and behavior in class and school activities
- Demonstrates school spirit and pride by:
  1) Wearing correct uniform at all times.
  2) Following the school rules.
  3) Participating in a number of school activities.
  4) Showing trustworthiness, courtesy, respect, reliability and helpfulness.
- Has handed in a signed Student Leadership Nomination form (Attachment A).

Selection Procedure

a) Nomination Process:
- Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election.
- Students in Year 6 are eligible to nominate Year 5 candidates. The nominations are sought during a Year 5 and 6 combined assembly.
- A maximum of 8 girls and 8 boys will stand for elections.
- Students must meet eligibility criteria in order to be able to accept nomination.

b) Lobbying of Candidates:
- Students are not allowed to lobby peers in the playground, or via social media. If found to be doing so, their nomination may be removed.
- Each candidate will be limited to a 2 minute speech which is prepared at school, during the morning session.
- The speech is presented at the K-6 Assembly.
- Students will present their speeches in random order and as they appear on the ballot paper.

c) Polling Day:
- Voting will take place by secret ballot back at individual classrooms straight after the speeches.
- The electorate will consist of students in Years 2-6, plus all school staff members.
- Any child absent on the day may have the chance to vote the next day. No votes will be accepted after that.
- The “First Past the Post” voting system will be used. Electors will indicate the 3 boys and 3 girls who they wish to elect for a leadership position.
- A girl and boy captain, vice - captain and prefect will be determined by a secret ballot.
- The captains are the boy and girl who received the highest amount of votes.
- The vice – captains are the boy and girl who receive the second highest amount of votes.
- The prefects are the boy and girl who received the third highest amount of votes.
- The final discretion on all positions rests with the principal.
**d) Counting of Votes:**
- A leadership committee comprising of a minimum of 3 teachers, including 1 executive teacher, will count all votes on site. This will occur after day of voting.
- All ballot papers will be retained by the principal for a period of 12 months.

**Weighting of votes:**
- 1 : 0.5 ratio for students voting Year 2
- 1:1 ratio for students voting Years 3, 4 and 6
- 1:2 ratio for students voting Year 5
- 1:5 ratio for staff members voting.

**Investiture of Prefects and Captains:**
- The announcement of persons elected will be made at a K-6 Tuesday assembly
- The announcement of the school captains, vice – captains and prefects will be made at the K-6 Presentation Day Assembly.
- Parents are invited to the K-6 Presentation Day Assembly.
- Students will read the captains, vice – captains and prefects pledge at this Assembly and receive their badges from the current Year 6 leader of that position. (See attachment C: captains, vice – captains and prefects pledge)
- The “Leadership Contract” will be signed by the elected students and their parents. (See attachment B Leadership Contract)

**At the Commencement of Year 6:**
- The captains, vice - captains and prefects will be re-introduced to the school for their year of office at a K-6 Assembly.
- The leadership group will be reminded of their roles and responsibilities. (See attachment D: Roles and Responsibilities.)
Dear Parents of Year 5 students.

At our school, we believe that Year 6 is a very exciting and important time in a young person’s education. There are many opportunities for students to embrace the responsibilities of the senior year. Your child has indicated that he/she is interested in nominating for a leadership position as one of our Captains, Vice-Captains or Prefects for next year. A major aspect of being a successful student leader is the continuing support received from home.

Before the nominations are formally decided, we ask you and your child to discuss, and commit to, the following:

**Role Description:**
- Provide a positive role model and leadership to the student body.
- An ambassador for the student body at school and in the community.
- Actively participate in school assembly programs.
- Encourage students to take pride in their school.
- Assist any student in need when necessary.
- Willingly help teachers and the community when requested.

**Essential Criteria:**
- Ability to speak confidently in public.
- Demonstrated ability to maintain high standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by:
  1) Wearing correct school uniform at all times.
  2) Following the school rules.
  3) Participating in a number of school activities.
  4) Showing trustworthiness, courtesy, reliability, respect and helpfulness.

If your child does not feel able to commit to these obligations, he/she does not have to nominate if he/she does not want to, nominating is entirely voluntary. Would you and your child please discuss this note, sign the commitment below and return to me by Monday 25th November.

Nominations will take place on **Thursday 28th November**.

Speeches and voting will take place on **Thursday 5th December**.

**NOTE:** Only those students who have indicated their intentions by returning this signed note will be allowed to nominate.

Thanking You, Mrs Chant

I agree that, if elected, I will support my child ........................................and ensure that the above obligations are met.

Signed__________________________________________ Date..........................

I agree that, if elected, I will uphold the above obligations of a student leader of Narrabeen Lakes Public School.

Signed__________________________________________ Date .........................
School Captains, Vice - Captains and Prefects (Attachment B)

Dear Parents,

Congratulations. Your son/daughter has been elected as a student leader at our school.

In accepting this role, they are expected to abide by the role description, essential criteria and agreement as outlined below. Please sign and return the note below to acknowledge that you have read and understand these points.

Role Description:
- Provide a positive role model and leadership to the student body.
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- Actively participate in school assembly programs.
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Essential Criteria:
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- Demonstrated ability to maintain high standards of work and behaviour in class and school activities.
- Demonstrated school spirit and pride by:
  5) Wearing correct school uniform at all times.
  6) Following the school rules.
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Agreement:
Elected captains and prefects agree to relinquish their position and badge if in breach of school rules, essential criteria or fail to carry out their stipulated role. The principal reserves the right to make the final decision in regards to appointment of candidates and the relinquishing of duties.

Narrabeen Lakes Leadership Committee

I have read and understand the role description, essential criteria and agreement required to hold the position of a captain, vice-captain or prefect Narrabeen Lakes Public School and agree to fulfill my duties as required.

Student signature: __________________________  Date_________

Parent signature: __________________________  Date_________
MR RANKIN
It is now my great privilege to present to you the Year 20.. Prefects, Vice Captains and Captains.
PREFECTS— ........................................ ........................................
VICE CAPTAINS- .................................................. ........................................
CAPTAINS- .................................................. ........................................
I ask the outgoing school leaders to present our new school leaders with their badge of office.
I now call upon the Year 20.. Vice Captains - .........................and ..............................
to take the oath on behalf of the 20.. school leaders.

20.. VICE CAPTAINS
On behalf of the year 20.., Narrabeen Lakes Prefects, Vice Captains and Captains, we promise that we will fulfill our duties to the best of our ability.
We promise that we will represent the school with honour, courtesy and pride and that we will do all we can to make sure that our school is a happy, friendly and safe place in which to live and learn.
We now call upon the Year 20.. Captains to make their first speech.

2014 CAPTAINS
On behalf of all the students of Narrabeen Lakes Public School, it is our task to say goodbye and thank you to all the Year 6 students as they leave for High School.
We would like to thank you for the leadership and friendship that you have shown in our school.
We have watched you in many activities in which our school takes part.
We will really miss you when you are gone.
We are sure that you will do really well at high school.
Thank you.
Would the 20.. Prefects please come forward.

20.. PREFECTS
As the Year 20.. prefects, we would like to present the 20.. school leaders with a school medallion in appreciation for all of their hard work during 20...
Attachment E: Roles and Responsibilities

Role Description:
- Provide a positive role model and leadership to the student body.
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Attachment F: Weighting of Votes

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- 1:2 ratio for students voting Year 5
- 1:5 ratio for staff members voting.