



METFORD PUBLIC SCHOOL LEADERSHIP PROCEDURES

RATIONALE

Students don't have to be school captains or house captains to be considered leaders. We encourage our students to be leaders in the classroom and playground, through their support for other students, or their involvement in academic, sporting, cultural or community events and projects.

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GOALS

- To provide authentic leadership roles for students
- To empower students in decision making
- To promote the development of public speaking skills

STUDENT LEADERSHIP STRUCTURE

The leadership team consists of;

- one male and one female school captain from Year 6
- one male and one female vice-captain from Year 6
- three male and three female prefects from Year 6
- two Aboriginal & Torres Strait Islander leaders: voted by Aboriginal and Torres Strait Islander students
- one male and one female house captain for each sport house
- one male and one female vice-captain for each sport house
- one student per class for Student Representative Council (SRC) from Year 2-6 on class merit select, not gender bias

Mentoring of Year 5 students to support their leadership aspirations will be promoted by class teachers and executive in Term 3 & 4 of the year of the elections.

STUDENTS MAY ONLY HOLD ONE LEADERSHIP POSITION

SCHOOL CAPTAINS, VICE-CAPTAINS AND PREFECTS

Expected roles of the school leaders;

- follow the Student Leadership Pledge at all times
- assist the Principal, executive staff and teachers where appropriate
- introduce and thank special guests and visitors to the school
- organise and conduct weekly school assembly
- host special assemblies such as ANZAC Day and Presentation Day
- attend and support where necessary SRC meetings.

The election procedures for School Captains, Vice-Captains, and Prefects are as follows:

- nominations to be made in early/mid Term 4 (Year 5 meeting outlining the role of a leader of MPS and procedures)
- elections to be held mid Term 4, before the Presentation Day
- all Year 5 students will be invited to run for leadership
- candidates will be placed on Google Form which will include a photo of the candidate
- speeches to be completed in school mid Term 4 and to focus on our Positive Behaviour for Learning values of *Commitment, Respect and Responsibility with Honour and Pride*
 - each candidate is to present their speech to Years K-6,
 - *An example of the day times:*
 - 9:00am – Candidates meet with the principal and write their speeches. (MCU students may be assisted by an SLSO and students with EALD funding may be supported by their specialist teacher.
 - 10-11:00am – Whole school assembly for all students to listen to speeches delivered by the candidates
 - 11:45am – Voting begins, starting with Kindergarten, Year 1, Year 2, Year 3, Year 4 and Year 5.

Alternatively, speeches can be digitally recorded then presented in class by the classroom teacher for all students to view.

- voting will occur following the delivery of speeches, either on the same day or on a day soon after. All students K-5 complete an online vote via Google Forms where students' names and photo are displayed (created and implemented by Stage 3 Assistant Principal with assistance from other APs)
- all classes to vote on the same day. Students have their names marked against a class roll upon entering and support staff will be awaiting to assist students through the procedures
- voters will indicate their three girl, and three boy preferences, by selecting the box next to the student on the Google Form and submitting their vote
- if a student recognizes as an Aboriginal or Torres Strait Islander student, they will be guided to a third section to vote online for one president and one vice-present representative
- results are automatically collated by the Google Form
- student and staff results are calculated to finalise the winning candidates. Student votes are worth one point, staff votes are worth three points
- the results are presented to the Principal (or delegate), who then informs all the candidates of the successful students. The students are only informed that they are on the leadership team. They do not find out their position until the induction assembly.
- winning candidates are encouraged to make a phone call home to inform their parents of their success
- the successful candidates' parents are then formally notified via a letter and invited to attend the School Leaders Induction Assembly to pin the leadership badges early Term 1 of the following year. This will involve taking the *Metford Public School Student Leadership Pledge* and agreeing to the conditions.
- NO candidate promotion/ advertising is allowed in this election process.

ABORIGINAL & TORRES STRAIT ISLANDER LEADERS

Expected roles of the school leaders;

- follow the Student Leadership Pledge at all times
- support Aboriginal and Torres Strait Islander programs and students at Metford Public School
- assist the Principal, executive staff and teachers where appropriate
- assist and lead in the running of special days, e.g. NAIDOC Day
- attend JAECG meetings to lead and promote discussion on issues as representatives of the Aboriginal & Torres Strait Islander student body

SPORT HOUSE CAPTAINS

Expected roles of the school leaders;

- follow the Student Leadership Pledge at all times
- assist teachers with the organisation of sports equipment for weekly sport sessions
- maintain the tidiness of the sports storeroom
- assist with the organisation of sports carnivals and events e.g. Cross Country; Swimming Carnival; Athletics Carnival
- lead their house with encouragement and support at sporting events.

The election procedures for Sport House Captains will be held at a Sporting House meeting and are as follows:

- elections will occur in the week after the school captain/vice-captains/prefects have been selected and notified, preferably a minimum of four students per house
- insufficient student numbers in any year group do not determine instant expectation of the role. Students from next year group are encouraged to stand for election. That is, a student from Year 6 or Year 5 in the year of leadership will be able to nominate
- a minimum of three candidates are required for sport leader election. If there are not enough candidates from Year 5 & 4, students from Year 3 may run for a position for sport leadership if being elected for the following year.
- students standing for election should present a short speech outlining why they would make an effective sport house captain
- the students who have stood for election have their names written on a board for all students to see
- all students are provided with a ballot paper and write their first and second choice for house captain and vice-captain
- executive count the votes and keep the ballot papers in a safe place after the election
- the final decision is to be made on a majority system
- the house coordinator will announce the successful candidates and notify their parents of the School Leaders Induction Ceremony where they will be invited to pin a badge on their child. No announcement of position will be made until the Induction Assembly early in term 1 in the year of leadership.
- successful house captains will be inducted with the other student leaders in Week 2 Term 1. This will involve taking the School Student Leadership Pledge and agreeing to the conditions.

SCHOOL REPRESENTATIVE COUNCIL

Expected roles of the class representatives;

- attend scheduled School Representative Council (SRC) meetings
- regularly conduct SRC meetings within class to inform students of resolutions that have been passed and upcoming SRC events
- assist where appropriate in the implementation of SRC initiatives.

The election procedures for SRC Representatives are as follows:

- elections are to occur as soon as possible at the start of each term
- students standing for election should present a short speech outlining why they would make an effective SRC representative for their class
- the students who have stood for election have their names entered on a ballot paper
- voters write numbers '1', '2' next to their chosen candidates with '1' being their first choice, '2' their second choice
- the class teacher is to count the votes and keep the ballot papers stored after the elections
- final decision is to be made on a majority system
- class teacher announce names of the successful students to their students.

LOSS OF STUDENT LEADERSHIP ROLE

Students who have been entrusted with leadership roles are expected to uphold their roles and responsibilities.

Should a student be neglectful of their duties or be involved in serious breaches of the school rules, their rights as a student leader, may be temporarily or completely removed by the school principal. This will involve meetings with executive, teachers and parents/carers to ensure the best outcome for the student and the school. Leadership may be removed for a period of time determined by the Principal.

METFORD PUBLIC SCHOOL LEADERSHIP PLEDGE

The *Metford Public School Student Leadership Pledge* will be read by the leadership team at an induction assembly held Week 2 Term 1.

I call upon those present to witness my promise,
That I will endeavor to uphold the values of Commitment, Respect and
Responsibility with Honour and Pride at Metford Public School.

I will be a responsible role model and support my fellow students
I will co-operate with all staff and community members.
I will wear my uniform with pride and demonstrate high expectations.
This is my commitment as a leader at Metford Public School for 20__.

