

BANKSTOWN WEST PUBLIC SCHOOL

STUDENT LEADERSHIP POLICY



1.0 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 Bankstown West Public 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.

2.0 POLICY STATEMENT

The aim of this policy is to ensure that all students have the opportunity to build leadership skills through equitable programs that reflect the core values taught at Bankstown West Public School, those being; respectful, responsible and successful.

At Bankstown West Public 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 School Ambassador (Year 6)
- SRC members (Year 2 to Year 5)
- House Sports Captains (Year 5 and Year 6)
- Playground / Canteen Monitors (Year 5 and Year 6)

3.0 RATIONALE

At Bankstown West Public 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 regards 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 the Berry Street Program
- establish high expectations and promote leadership opportunities to all students
- provide fair access and participation for all students including equal participation for boys and girls where possible
- encourage students to differentiate between student participation, student leadership and popularity
- encourage more experienced student leaders to support those who are less experienced.



4.0 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 teachers have to say. You should utilise what you have learnt in all of the teacher led Personal Health and Development lessons.

→ 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.

5.0 SCHOOL CAPTAIN CANDIDATE EXPECTATIONS

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
- Show willingness to assist at different levels. That is, peers, teachers, Office staff and visitors
- Be a role model in the classroom, playground and when representing the school
- Display exemplary behaviour at all times (which includes: at school, on an excursion, online and representing the school in any capacity)
- Uphold all school and classroom rules
- Participate and try their best in school events
- Show pride in self and Bankstown West Public School
- Be involved in activities that add to the corporate life of the school.



6.0 PROCEDURE FOR ELECTION OF SCHOOL CAPTAINS

The election process should follow these guidelines:

- Inform and explain to all Year 5 students that they will be eligible for nomination come election time in Term 4.
- Year 5 students will also be made aware of the criteria and expectations for nominations from as early as Term 1. **(Appendix 1)**
- Students who receive a referral during Term 3 and/or 4 will be ineligible to nominate or be nominated.
- Stage 3 Assistant Principal will ensure that all nominees are aware of “The Responsibilities of Captains”. These responsibilities will be presented to all Year 5 students. **(Appendix 2)**
- Dates for the election of school captains will be finalised prior to the commencement of the election process and advertised on the website calendar. These dates and order of speech delivery are to remain as set by Year 5 Supervisor (in consultation with the school Executive), even in cases of misadventure.
- Year 5 students are monitored and students’ eligibility is checked and recorded if a problem occurs.
- A formal explanation will detail how the nomination process will occur. Students are allowed to self-nominate. Voting will occur in the year 5 classrooms and a private vote will take place to establish who the candidates for leadership will be. Students are to avoid discussing their nominations or canvassing for votes prior to this process. **(Appendix 3)**
- The selected candidates are announced and will then meet with the Coordinator who will be mentoring the process. The candidates are presented with their lanyards which indicate their intention to stand for election. Students wear these lanyards for one week at all times at school. Students are not permitted to distribute any form of promotional material. **(Appendix 4)**
- Speeches will be presented to the school assembly. Speeches are to go for no more than 3 minutes and the use of props and/or incentives are prohibited. Candidates’ parents will be informed and invited to the assembly and congratulated on their child’s success.
- The nominees will present their speeches to the school in alphabetical order. Students from Year 2 to Year 5 will vote for 2 boys and 2 girls which they believe are most suited for the position as School Captain. Teachers may also vote for 2 girls and 2 boys.
- Ballot papers will be collected and counted by the Principal and an Assistant Principal. This is how the decision is arrived at: - The 2 boys and 2 girls with the highest number votes = School Captains and the next highest vote will be awarded School Ambassador.
- The Principal will formally advise the staff and successful students.
- The Captains and School Ambassador will be awarded their badges at the Presentation Day Assembly. They will also state the Pledge accepting their positions.
- 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 Captain does not meet the guidelines, parental support will be requested. Further action may be warranted if the Captain’s performance does not improve with possible consequences including loss of role as determined by the Principal.

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 with missed class work.

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7.0 SCHOOL CAPTAIN EXPECTATIONS

Elected school captains will be expected to:

- Run all 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 at all times including to and from school, on excursions and representing the school at events. It is expected that leaders will also demonstrate exemplary behaviour when utilising devices that access the internet, whether at school or at home
- Consistently wear the complete and correct school uniform
- May be expected to represent the school, outside of school hours at community activities

8.0 PROCEDURE FOR ELECTION OF 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. ***However, if a student currently holds the position of School Captain or School Ambassador they are unable to self nominate or be nominated.***

Each house will have four House Captains, where possible this shall comprise of 2 boys and 2 girls - Year 6 receiving first preference followed by Year 5 students if there aren't enough eligible from Year 6. The House Captains are responsible for assisting with sporting events across the school.

9.0 PROCEDURE FOR ELECTION OF OTHER LEADERSHIP ROLES

9.1 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's 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
- Shows 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

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9.1 PROCEDURE FOR ELECTION OF SRC (CONT.)

The election process should follow the below guidelines:
(Conducted Early Term 1 in classrooms)

- Class teachers will outline and discuss the requirements for membership on the Student Representative Council.
- School Captains, Ambassador and House Captains are not eligible for SRC and should not be included in the vote.
- Students can self-nominate or be nominated by their peers.
- Elections are conducted in the classroom.
- Badges are presented at the Monday Assembly in Term 1.
- Each class (Years 2-6) may elect two representatives to become their SRC representative.
- In the case of a composite class, one student from each grade shall be selected.
- ***As of 2024 students are unable to run for SRC if they were an SRC representative for their class the previous year.***

9.2 CANTEEN AND PLAYGROUND MONITORS

During the year there will be opportunities for students within Year 5 and Year 6 to participate in leadership within the playground.

Students will have the opportunity to self nominate to take on an active role assisting the student body within the playground and canteen area.

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APPENDIX 1: CRITERIA FOR NOMINATION

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 teachers have to say. You should utilise what you have learnt in all of the teacher led Personal Health and Development lessons.

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.

APPENDIX 2: SCHOOL CAPTAIN RESPONSIBILITIES

Captains will be expected to:

- Run all 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 at all times including to and from school, on excursions and representing the school at events. It is expected that leaders will also demonstrate exemplary behaviour when utilising devices that access the internet, whether at school or at home
- Consistently wear the complete and correct school uniform
- May be expected to represent the school, outside of school hours at community activities

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APPENDIX 3: NOMINATION PROCESS

GIRLS

Name	Seconded by	Votes	Order
Nominated Girls:			

BOYS

Name	Seconded by	Votes	Order
Nominated Boys:			

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APPENDIX 4: SUCCESSFUL CANDIDATE LETTER

Dear Parents and Caregivers,

We have begun the process of selecting our four student School Leaders and one School Ambassador for _____. Congratulations! Your child has been selected by their peers as a candidate for a Student Executive position for _____.

For the next three weeks, candidates will be required to wear a lanyard whilst at school, identifying themselves as a potential school leader to all students. Successful candidates will be given the same topic on which to prepare a 3-4 minute speech, outlining “Why I would be an outstanding Student School Leader in _____.”

In week 7, on _____ at 9.15am, parents of candidates are invited to the school hall to listen to the speeches presented by students.

Following the assembly, students from Year 2 to Year 5 will vote to determine the successful School Captains for _____. Votes will be double counted by BWPS staff to ensure accuracy and all candidates will be informed personally of the outcome.

As your child is successfully nominated, we ask that you support them in developing their speech and preparing themselves for the voting. The role of School Captain comes with many responsibilities such as (but not limited to):

- Being a role model for other students and being respectful of their position at all times
- Being pro-active in playground issues and reporting any issues to teachers
- Delivering welcome and thank you speeches to special visitors and guests
- Representing students at discussions with staff or parent groups
- Taking a lead role in conducting the weekly and special assemblies (sometimes held on weekends)

Candidates are not permitted to bring to school or distribute materials such as signs, flyers, pamphlets or other inducements.

Parents/Caregivers must also commit to ensuring successful candidates are: in full school uniform (including special event uniforms), maintaining high attendance levels and demonstrating commitment to BWPS and available to attend special events and represent the school at outside functions. We ask that you sign and return the attached slip to demonstrate your commitment.

Thank you,

Mrs Williams
Deputy Principal

Mrs Benson
Principal