

# PICNIC POINT PUBLIC SCHOOL

## LEADERSHIP POLICY



**“Strive to Excel”**

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## Rationale:

- The school will endeavour to provide a wide range of participation and leadership opportunities across the curriculum and the many varied activities provided in the life of the school.
- Student leadership activities link strongly with learning about citizenship and the processes of democracy. All students have the potential (and the right) to develop leadership skills over time.
- Maximise the number and range of students undertaking leadership roles.
- Leadership roles should provide for, and encourage, equal participation by boys and girls (gender equity)
- Leadership roles need to be perceived as valuable.

At Picnic Point there are a range of formal and informal leadership opportunities, the most prominent being student leadership through the Prefect body and the Student Representative Council. Other leadership opportunities include Sports House Captains, Sports Equipment Monitors, Library Monitors, school pride and spirit, being involved in school life, supported by students, staff, parents and community, class meetings, Peer Support, Peer Mediation and Buddy Classes.

## An effective SRC will:

- Make student welfare a student concern
- Improve school tone and raise the self-esteem of children by demonstrating that staff are sensitive to the concerns of children and value their opinions
- Improve the school community through involving students in making changes to their learning environment
- Develop leadership, decision making, organisational and communication skills
- Develop the concept of ownership in children so they are more prepared to accept and implement the consequences of decisions arrived at by group consensus
- Develop the concept of democracy on which our society is based

## Purpose:

The purpose of the policy is to outline the strategies, processes and structures the school provides to allow for student representation that will encourage all students to strive for participation and leadership opportunities in the school.

## Aims:

- To develop student participation and leadership skills in all students
- To encourage students to differentiate between leadership, participation and popularity
- To inform students about and involve students (promote participation) in the decision making processes of the school
- To provide a forum in which students can put forward their ideas and concerns
- To promote interpersonal and group skills, citizenship and leadership so that students might become effective members of society

- To develop communication, organisational, decision making, problem solving, negotiation and interpersonal skills in individual students
- To develop goal setting and action planning
- A teacher will be appointed to act as a coordinator, mentor and liaison officer to assist students in the running of the SRC. This role provides a link between the students, school executive and teachers.

SRC leaders are encouraged to publicise their goals, activities and achievements through school assemblies, 'Kalori' and the school website.

### Criteria for School Leaders

- Models outstanding behaviour in relation to other students and staff.
- At all times demonstrates a positive example of behaviour and diligence for other students.
- Demonstrates responsibility and reliability.
- Consistently wears full school uniform.
- Shows initiative and commitment in school leadership and citizenship.
- Demonstrates a high level of public speaking ability.
- Shows a willingness to participate in school and community activities.
- Has received no red slips in Semester 2 Year 5.
- Has not been suspended during Year 5.

### Elected Leaders Agreement

Elected student leaders must comply with all school rules and expectations. These expectations will be outlined to the students before elections, after elections and in a note sent home to discuss with parents. Elected students and parents must complete the elected leader's agreement and return it to school for position to be ratified. Leaders who fail to meet the expectations of the school risk losing their badge and responsibilities. If this occurs the student with the next highest votes will take their place. See attachments at end of policy.

### Relevant Documentation

Student Leadership framework for primary schools NSWDET 2001

Student Welfare Policy NSWDET 1996

SRC: a practical guide for student leaders and teachers NSWDET 1998

Discovering Democracy Curriculum Corporation 1998

## Prefect Nomination & Voting Procedure

In order to be considered for election to the position of prefect the following process needs to be followed.

Each student wishing to be considered for election must be nominated.

To be nominated students need:

1. To meet the criteria for school leaders outlined in the School Leadership Policy.
2. A NOMINATOR – a Year 6 student who believes the student is a worthy candidate
3. A SECONDER – a Year 6 senior student who agrees the student is a worthy candidate
  1. \*\* A teacher may substitute as a nominator or seconder
4. A TEACHER – to check and sign the nomination form
5. A COMPLETED NOMINATION FORM

Year 6 Students are only able to nominate ONE person. Year 6 Students are only able to second ONE person.

When nominating a person to run for election, the nominator should consider the following points:

Is the student:

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Worthy of the position	Reliable	Trustworthy	Punctual
Courteous and polite	Approachable	Responsible	Friendly
Caring	A confident public speaker		

Does the student:

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Wear correct school uniform consistently	Follow class and school rules
Set a good example for others	Display sportsmanship
Show initiative	Show pride in the school

## Prefect Voting Process

If, following the nomination process, more than 20 students are nominated; a pre-poll elimination ballot will be conducted with only senior students (Years 5 & 6) and teachers voting to narrow the field to 20 candidates. These final 20 students (10 girls / 10 boys) will then face a further ballot of all students from Yr 2 to Yr 6. This ballot will establish the 12 students (6 girls / 6 boys) to make up the Prefect body for the following year.

Pre-Poll

Separate lists of all nominated boys and girls in alphabetical order will determine speaking order. Students must present a 30 second speech without palm cards to Senior classes. Senior students will allocate their preferences for ten boys and ten girls (numbered 1-10). The ten boys and girls with the highest aggregate totals will be selected to run in the election. A staff review of this culling process will take place to ratify the students' selections. This number may be increased but not decreased at the discretion of senior teachers. See scoring process below.

## Electioneering

Once the ten boy and ten girl nominees are established each will be given the opportunity to promote their candidature through posters made by the school and make a speech to the voters 2-6. Students are not to hand out pamphlets, stickers, lollies, make own posters or organise other students to vote for them. Students who partake in this activity may be withdrawn from the election.

## Speeches by Candidates

All candidates are to present a short speech of no more than 2 minutes at a special assembly. Speeches are not allowed to be raps, rhymes or poems and must address why they would make a good prefect. Props are not permitted.

## Voting for Prefects

A ballot paper will be prepared with candidates listed alphabetically in columns for boys and girls.

Each student from Yrs 2-6 shall vote in preferential order for their 6 selections for boys and 6 selections for girls. Again, the candidates with the highest aggregate totals will be elected to the prefect body. See scoring process below.

## Election of Captains

Following the selection of the leadership team a workshop will be held by a senior teacher, assistant principal and/or principal with the newly elected leaders. At this workshop the students will be given an opportunity to discuss leadership. This will enable the school to find leaders with initiative and problem-solving skills. Following the completion of the workshop the students will have the opportunity to stand for the position of captain. A boy captain and a girl captain will be elected. The position of captain will be voted on by the leadership team, senior class teachers and the school executive. Any student not willing to run for the position of captain does not have to and can withdraw from the election. The principal will need to ratify ALL results and selections.

## Timeline of Elections

This timeline is a guide

Term 3	Week 10	Prefect Nomination forms must be sent home
Term 4	Week 3	Prefect Nomination forms returned by Friday 3:00pm
	Week 4	Pre Poll
	Week 4	House Captain Nomination forms sent home after top 10 announced
	Week 6	House Captain Nomination forms returned by Monday 3:00pm
	Week 6	Thursday assembly - Speeches. Voting will occur directly after
		Friday special assembly - Prefects will be announced. Voting for House Captains to follow assembly
	Week 7 or 8	Voting of captains
	Week 10	Presentation Day Leadership team announced to the community

## Announcement of Prefects and Captains

The successfully elected prefects will be announced at the next school assembly after the votes have been counted and ratified. The school will make every endeavour to announce school captains on Presentation Day.

## **Amalgamation of SRC & Prefect Bodies**

The SRC will be comprised of students from Years 2-6. The prefects will be members of the SRC. All other representatives will be elected by their class at the beginning of the year. Each class will elect representatives as follows;

Years 2-4 : Each class elects 2 representatives (1 for Semester One and 1 for Semester Two)

Years 5-6 : Each class elects 2 representatives ( 1 Year 5 and 1 Year 6 student)

The 2 captains lead the SRC.

Meeting will be held at eating time. The day will be determined by the SRC coordinator.

## **SRC Voting Process**

In order to be considered for election to the position of SRC representative the following process needs to be followed. The election of SRC Representatives will take place in the first 3 weeks of Term 1.

Each student wishing to be considered for election must fill in and return a nomination form within the timeframe given.

All students may stand for election including House Captains and Vice Captains. For an SRC position students must have received no more than 2 red slips the year prior to election.

## Speeches by Candidates

All candidates are to present a 40 second speech (palm cards may be used) in class. Speeches are not allowed to be raps, rhymes or poems and must address why they would make a good SRC Representative. Props are not permitted; use of any props may disqualify the candidate.

## Voting

A ballot paper will be prepared with candidates listed alphabetically.

Each student shall give a vote of 1 and 2 in order of their preference. The first two candidates with the highest totals will be elected.

## Timeline of Elections

This timeline is a guide

Term 1	Week 1	Nomination forms must be sent home on Friday
	Week 2	Nomination forms returned by Friday 3:00pm
	Week 3	Class Speeches and voting - day and time to be determined by the class teacher

## Leadership Induction Ceremony

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The student leadership team (Captains, Prefects, House Captains & SRC) will be inducted at an assembly during Term 1. Badges will be given out and the Pledge of Office will be recited. All newly elected members to the SRC will receive badges on this day.

## SRC Fundraising Projects

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Most fundraising undertaken by the SRC will aim to provide improvement to Picnic Point Public School for the benefit of the students they represent. The SRC will support World Vision through our sponsor child each year and will occasionally raise money for other charities.

## Training Day

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All SRC members will attend a training day in Term 1.

## House Captain Nomination & Voting Procedure

The election of house captains will take place following the announcement of the Prefects. Students who wish to run for the position of House Captain must meet the criteria for school leaders outlined in this policy. Students may nominate themselves for the position by notifying a senior class teacher or the school's sports co-ordinator.

At the appropriate time students will give a speech to their house group. Students in Years 2-6 as well as House teachers will vote 1-2 for boys and 1-2 for girls for the positions of House Captain and House Vice-Captain.

Votes will be immediately counted and the newly elected House Captains will be unveiled that afternoon.

## Leadership Responsibilities

At Picnic Point Public School all students are given opportunities to develop leadership skills. Below is a table outlining roles and responsibilities for various groups. Please note that these responsibilities are a guide and these roles and responsibilities can be shared between all students at Picnic Point PS at the discretion of teachers and executive.

Prefects	Complying with School Leadership criteria Being an active member of SRC (as outlined below) Assisting with CARES rules awareness to student body Organising and running of weekly assembly Running of Formal assemblies (ANZAC/induction/Presentation Day) Canteen Toilet duties
House Captains	Complying with School Leadership criteria



	House organisation at carnivals		
	Assisting with CARES rules awareness to student body		
	Organising and running of weekly assembly		
	Assisting at major school assemblies (if required)		
	Looking after the Sports Cellar		
	Assisting with equipment organisation for all sport		
	Collection of House Points		
	Providing lunchtime activities for students		
	Attending meetings		
SRC	Complying with School Leadership criteria		
	Assisting with CARES rules awareness to student body		
	Fundraising		
	Attending meetings		
	Canteen		
	Bins		
Year 6	Peer Support		
	Year 6 responsibility		
	<i>Computer monitors</i>	<i>Mail monitors</i>	<i>Sound monitors</i>
	<i>Bell monitors</i>	<i>Flag monitors</i>	<i>iPad monitors</i>
	<i>Sports equipment monitors</i>	<i>Sports monitors</i>	
	<i>Recycling monitors</i>	<i>Library monitors</i>	
Year 5	Office Monitor		
	Peer Support helper		
	Kindergarten Orientation Helper		
Year 4	Passive Play		
K-3	Classroom jobs		

## **Year 6 Responsibilities**

All Year 6 students will be assigned responsibilities to assist with the running of the school to help to develop their sense of responsibility and reliability.

Students will have the chance to list their 4 preferred jobs and jobs will be allocated by senior class teachers. Jobs will be shared amongst students on a weekly roster.

At the beginning of a new semester new responsibilities will be allocated to students based on their preferences.

## **Development of Leadership**

Picnic Point Public School offers a range of programs to develop leadership.

Senior elected students are provided with opportunities to participate in leadership forums or workshops. (National Young Leaders Day, Impact Leadership Conference or Leaders of Today & Tomorrow initiative)

Year 6 students participate in Peer Support Training workshops.

SRC members complete a training workshop.

Years 5 & 6 participate in the Michael Grose Leadership Course.

Leadership development is encouraged in all grades. Below is a table outlining leadership opportunities that may be provided to students.

### Early Stage One

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- Rotate opportunities for classroom leadership positions eg, distribute and collect lunch basket, leader of class lines, hand out notes
- Communicate news of personal interest to class
- Present information to a small group on a personal topic eg, my pet
- Lead assembly with peers and teacher assistance
- Accompany a new student around the school
- Present acknowledgments of appreciation to classroom helpers/visitors on behalf of the class
- 'Buddy up' with new students enrolled under early enrolment procedures
- Tutor a classmate in a specific software package to fulfil a learning need
- Participate in peer support groups

### Stage One

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- Rotate opportunities for significant classroom leadership positions eg, leader of class lines, hand out notes
- Share ideas, items and personal anecdotes with peers. Respond appropriately to individual questions
- Present information to a large group on a local topic eg, animals, transport. Participate in school public speaking and debating competitions
- Lead assembly with peers and some teacher assistance. Follow established assembly format
- Accompany a new student around the school
- Present acknowledgments of appreciation to classroom helpers/visitors on behalf of the class
- 'Buddy up' with new Kindergartens to show them playground routines in early Term 1
- Tutor a classmate in a specific software package to fulfil a learning need
- Share interests with others
- Participate in peer support groups

### Stage Two

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- Lead classroom activities and co-lead school wide initiatives
- Share personal topics and items of interest with other students. Elicit and respond appropriately to questions from peers
- Present information to a large group on a variety of predetermined topics of community interest. Participate in school and/or district public speaking and debating competitions
- Lead assembly with peers. Follow established assembly format

- Accompany a new student, parent or guest around the school. Explain a variety of school initiatives and regular activities
- Present acknowledgments of appreciation to helpers visitors on behalf of the school
- 'Buddy up' with new Kindergarten students to model classroom routines and assist with class activities in innovative pre-Kindergarten enrolment sessions
- Tutor a classmate in a specific software package to fulfil a learning need

### Stage Three

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- Lead and co-lead school wide initiatives with groups from other stages
- Express ideas and anecdotes with enthusiasm and assertiveness. Elicit and respond to questions from peers sensitively and informatively
- Present information to a large group on a variety of newsworthy and controversial topics. Postulate a stance with sensitivity. Participate in school, district and/or state public speaking and debating competitions
- Lead assembly and special events with peers. Monitor the behaviour of the school and community group eg, giving directions to sit quietly
- Conduct a new student, parent or guest around the school. Explain a variety of school initiatives and regular activities
- Present acknowledgments of appreciation to helpers /visitors on behalf of the school in a public forum
- Creative and critical thinking skills eg, '6 Thinking Hats' activities to elicit class rules
- 'Buddy up' with new Kindergarten students to model classroom routines and assist with class activities in innovative pre-Kindergarten enrolment sessions. Explain a variety of school initiatives and regular activities to parents new to the school
- Tutor a classmate in a specific software package to fulfil a learning need
- Organise school fundraising activities for specific purpose eg, school resources
- Co-Lead peer support groups - Year 5
- Lead peer support groups - Year 6



## CAPTAINS AND PREFECTS EXPECTATIONS

### Captains and Prefects Expectations:

- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- 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
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events

Karen Sellick  
Principal

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### Consequences of not meeting these expectations:

- 1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the teacher.
- 2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the assistant principal.
- 3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new prefect /Captain to be sworn in from the next highest number of votes in the election process

### VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I \_\_\_\_\_ agree to meet and abide by the conditions of being a Prefect /Captain as set out above in this contract.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent)

Date: \_\_\_\_\_



## **SRC EXPECTATIONS**

### **SRC Expectations:**

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- 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
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings and
- Displays good Public Speaking skills

Karen Sellick  
Principal

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### **Consequences of not meeting these expectations:**

- 1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the teacher.
- 2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the assistant principal.
- 3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new prefect /Captain to be sworn in from the next highest number of votes in the election process

### **VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES**

I \_\_\_\_\_ agree to meet and abide by the conditions of being an SRC Representative as set out above in this contract.

**Signed:** \_\_\_\_\_ (Student)

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ (Parent)

**Date:** \_\_\_\_\_



## HOUSE CAPTAINS EXPECTATIONS

### House Captains Expectations:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- 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
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities at sports carnivals and events
- Has the ability to fulfil good and sound practices of being a good sport.

Karen Sellick  
Principal

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### Consequences of not meeting these expectations:

- 1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the teacher.
- 2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the assistant principal.
- 3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new prefect /Captain to be sworn in from the next highest number of votes in the election process

### VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I \_\_\_\_\_ agree to meet and abide by the conditions of being a House Captain as set out above in this contract.

Signed: \_\_\_\_\_ (Student)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent)

Date: \_\_\_\_\_