

ARTARMON LEADERSHIP PROCEDURE



*EVERY STUDENT KNOWN,
VALUED AND CARED FOR*



Student Leadership Procedure

Artarmon Public School fosters the development of life-long leadership skills. Effective student leaders support the school's plan to foster positive and respectful relationships. Student leadership skills are developed through practical leadership experiences. Through the promotion of students as leaders, students of all ages are encouraged to accept leadership roles within their own class, within sporting houses and within the school. Student leadership supports the school's tradition in bringing out the best in each child through *Harmony*, *Synergy* and *Excellence*. Student leaders are a role model for responsible behaviours and encourage other students to model Getting Along, Resilience, Persistence, Organisation and Confidence (*You Can Do It*, school personal development program).

Goals

- To provide authentic leadership roles for students.
- To develop students' leadership skills in goal setting, consultative decision making processes, active and reflective listening, seeking feedback and acting in responsible ways.
- To empower students in decision making and encourage student voice being considered in school decision making processes.
- To provide visible role models of leadership for all students.

Student Leadership Opportunities

- School Captains
- Prefects
- Sport House Captains/ Vice House Captains
- Band Captains
- String Captains
- SRC Representatives
- Green Team
- Lost Property
- Library Monitors

Responsibilities, role description and essential criteria of all school leaders

All student leaders are expected to conduct themselves with dignity in order to be an example to other students and an asset to the school. Please refer to Appendix 1 – Artarmon Public School Rules and Student Code of Conduct.

In addition, school leaders need to:

- provide a positive role model and leadership to the student body;
- represent the student body at school and community functions;
- assist with school assembly programs;
- chair student council meetings with the assistance of teaching staff;
- encourage students to take pride in their school;
- assist any student in need when necessary;
- willingly help teachers and the community;
- have the ability to speak confidently and spontaneously in public;
- demonstrate outstanding behaviour in class and school activities;
- engage in safe, friendly play and cooperate by working with other students;
- maintain a standard of dress and grooming in accordance with the school's uniform policy; and
- demonstrate school spirit and pride and participate in all relevant school activities to their best ability.

School Captains and Prefects

Responsibilities include:

- conduct the 3-6 assemblies each week, K-6 assemblies once a term, and important assemblies, such as, ANZAC Day and Presentation Day;
- assist with parents and prospective students on Kindergarten Orientation Days and OC Orientation Day, which may include addressing parents;
- be involved on special occasions to greet and thank visitors and performers;
- attend Student Representative Council meetings as required and assist the coordinating teacher/s;
- write reports as required for the school newsletter;
- be aware of the general behaviour of students in regard to safety and grounds upkeep and actively advise school staff of issues of concern;
- raising and lowering the flag daily; and
- be of general assistance to all members of staff, students, parents and visitors.

Roles and Responsibilities of Staff

- The Deputy Principal, along with Stage 3 supervisors, will oversee the election of the school captains and prefects during Term 4 for the following year.
- Year 5 teachers will be made aware of all policies and procedures involved in the APS leadership process at a grade meeting.
- Leadership Agreements and school rules will be displayed in Year 5 classes from the end of Term 3. Year 5 teachers will lead discussions and reflections amongst their students about leadership suitability.
- Year 5 classroom teachers must go through the leadership policy with students to ensure that they understand the process and essential criteria for selection prior to the election period.
- All staff will be made aware of the leadership policy and essential criteria for nomination at a communications meeting. This is to ensure that they only sign for students who possess all essential criteria and follow the school rules and responsibilities (Appendix 1).
- Sport House coordinators will oversee the election of the House Captains early in Term 1, Week 2.

- Class teachers will oversee the election of their class SRC, Green Team representatives in Term 1 and 3.
- Supervising staff will oversee the induction of Lost Property and Library Monitors.
- Staff responsible for overseeing each of the student leadership roles will provide training and up-skilling for the selected students as well as monitoring and implementing initiatives in each of the specific leadership areas.

Timeline - Captains and Prefects Selection Process

Term 3

- At a stage assembly, the grade supervisor will outline and discuss the Prefect Representative Agreement in detail. Discussion must explicitly state the essential criteria for selection, including the school rules and student responsibilities. The discussion must also explicitly state that teachers will only sign for students who possess **all** essential criteria and follow the school rules and responsibilities at **all** times.
- At the end of Term 3, Year 5 staff will discuss the procedures and requirements and will be presented with the Leadership Representative Agreement at a grade meeting. (Appendix 2)
- At a grade team meeting, the grade supervisor will reiterate the first part of the selection process, as well as the expectations for students being nominated for captain and prefect positions.
- Students will then be given time to consider nominations. Classrooms will display the Leadership Representative Agreement and school rules for discussion and reflection about suitability.

Term 4

- Approximately halfway through Term 4, students who, after considering their suitability for nomination and wish to proceed, will be provided with a nomination form.
- Student form needs to be signed by: the student, a peer of a student, their parent, classroom teacher and one other teacher in the school (one of these may be the Band or Strings coordinator).
- Forms will need to be returned to the Year 5 supervisor by the set date.
- All nominations will go before a panel, comprising of the Principal, Deputy Principal and Year 5 teachers, to review the merit and suitability of the student nominations. The merit and suitability of the nominations will be based on the School Rules and Responsibilities and Prefect Representative Agreement. All successful candidates will be notified on the day of the speeches and be required to prepare a short speech in support of their nomination.
- Nominees are then given time to prepare a short speech which is presented the same day to all Year 5 students.
- Preferential voting takes place using an online ballot system which counts the votes.
- The two students with the greatest number of votes become the School Captains, then the next six will become Prefects.
- Prior to the Presentation Day ceremony, all nominees will be informed about who the successful eight candidates are.
- At the Presentation Day assembly, student leadership roles will be announced, badges will be received and leaders acknowledge their willingness to accept the position with the pledge (Appendix 4).
- The Captains and Prefects will then be announced in Newsflash and on the school's website.

House Captains and House Vice Captains

Responsibilities include:

- encourage house spirit at all sporting events;
- create and lead house cheers;
- organise house meetings to plan for swimming, cross country and athletics carnivals;
- encourage house members to perform to the best of their ability at sporting events;
- be of general assistance to all members of staff, students, parents and visitors, particularly at all whole school sporting events;
- be responsible for distribution and collection of sports equipment;
- present weekly sporting awards;
- collect merit badge names, YCDI names and class house points; and
- be of general assistance to all members of staff, students, parents and visitors.

Roles and responsibilities of staff

- The Stage 3 supervisors will oversee the election of the School Captains and Vice Captains in Term 4 for the following year.
- Sport House coordinators will oversee the election of the House Captains in Week 2 Term 1;
- Year 5 classroom teachers must go through the leadership policy with students to ensure that they understand the process and essential criteria for selection prior to the election period.
- Classrooms will display the House Captain and Vice-Captain Representative Agreement and school rules for discussion and reflection about suitability.
- Class teachers will oversee the election of their class SRC and Green Team representatives.
- Staff responsible for overseeing each of the student leadership roles will provide training and up-skilling for the selected students as well as monitoring and implementing initiatives in each of the specific leadership areas.

Timeline- House Captain and Vice Captain Selection Process

- Year 6 students nominate and second candidates. Students who do not hold another school leadership position may nominate for a position. Nominated students must agree to their nomination.
- All houses will hold a house meeting to elect a boy and girl house captain and a boy and girl vice-captain at the start of Term 1. Nominees will present a short speech outlining why they would make an effective sport house captain.
- NOTE: Each house will have two girl and two boy representatives. This follows the way in which all PSSA and school sporting events are organised on the basis of gender.
- Students in Years 3, 4, 5 and 6, have a written vote for 1 boy and 1 girl in their house.
- The Principal announces results at an assembly and advises the community in Newsflash and on the school's website.

SRC and Green Team Class Representatives

Responsibilities Include:

- be committed to represent their class by attending the majority of the six or seven SRC/ Green Team meetings during the term;
- present the ideas of the class at the SRC/ Green Team meeting, survey their class and report back any class suggestions when necessary;
- inform their class of decisions made at meetings;
- make decisions about which community service activities the SRC will support;
- feedback information and promote initiatives discussed at meetings with their class;
- actively listen to their class members' ideas and feed these back at SRC or Green Team meetings;
- assist the SRC or Green Team coordinator in the planning and implementation of SRC/ Green Team projects;
- be of general assistance to all members of staff, students, parents and visitors.

Timeline- SRC and Green Team Selection Process

- Early in Term 1 and Term 3 each class teacher from Years 1-6 will conduct a class meeting to elect the class SRC representative.
- Students who do not hold another school leadership position may nominate for a position. Nominated students must agree to the nomination. All students who wish to nominate may do so and the class teacher will run an election based on the nominations.
- Students nominate one representative for Semester One.
- This process is repeated towards the end of Term 2 to elect Semester Two representatives, with the addition of Kindergarten.
- Students may not be an SRC representative for two consecutive years. Green Team representatives may seek re-election.
- Upon completion of the election the names of the representatives should be sent to the SRC coordinator or the Green Team coordinator.
- SRC and Green Team members will receive their badges at an SRC Induction Assembly conducted in Term 1 and Term 3.
- These representatives will be acknowledged in the K-6 assembly at the end of Term 2 and Term 3.

Library and Lost Property Monitors

Responsibilities Include:

- support the librarian/ SLSO or Lost Property Coordinators with required tasks e.g. shelving, sorting lost property
- attend as rostered/ required
- support the coordinators of lost property as described (Appendix 5)

Timeline- Library and Lost Property Monitors Volunteer Process

- Early in Term 1, volunteers from Year 6, who do not currently hold leadership roles, are called for at a 3-6 Assembly

Roles and Responsibilities of Staff

- Supervising staff will oversee the induction of Lost Property and Library Monitors.
- These staff will provide training and up-skilling for the selected students as well as monitoring and implementing initiatives in each of the specific leadership areas.

Band and String Captains

Role

Band and String Captains are elected from students within the ensemble at the beginning of each year in Term 1. Students in Years 5 and 6 who do not hold another school leadership position may nominate for a position. The following positions are available: one Orchestra Captain, one Jazz Band Captain, two Senior Band Captains, two Concert Band Captains, two Junior Band Captains, two Junior String Captains and two Senior Strings Captains. The Orchestra Captain may come from the band or strings.

Responsibilities Include:

- be punctual and attend all practices;
- assist in opening up the hall if the band master isn't present;
- hand out music at the start of the sessions and collect the music at the end;
- collect and return the folders of music before and after rehearsals;
- lead by example and assist in packing up equipment after rehearsals;
- compere performance concerts as required; and
- assist attending adults to gather and organise the group for outside performances;

Timeline- Band and String Captains Selection Process

At the start of the year, any student who wishes to be nominated for a position may do so. Nominated students must agree to the nomination. Students in the band and string group then select their Captain and Vice-Captain from the nominated students.

Loss of Leadership Position

Students fulfilling any leadership position must clearly demonstrate the behaviours outlined in the Prefect Representative Agreement. The following action will be taken if any student displays behaviours that don't meet the school's expectations.

- 1. Warning and counselling by the Principal and/or Supervisor**
- 2. Loss of position (badge & privileges) for two weeks**
- 3. Loss of position (badge & privileges) for the rest of the year**

The Principal will determine the decision (in consultation with the relevant staff) as to the length of the loss of position. If the behaviour is severe eg inappropriate language or threatening behaviour, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.

Formal complaints regarding the performance of Student Leaders will be conveyed to the Principal, Deputy Principal, Learning Support Coordinator and/or Supervisor.

APPENDIX 1

Artarmon's core values and school rules

Artarmon Public School's Core Values and Rules have been developed to meet the needs of the school community and are consistent with the NSW Public School's [Behaviour Code for Students](#).

Artarmon Public School fosters positive, respectful relationships and aims to develop each individual's full potential; striving for excellence, celebrating achievements and valuing cultural diversity.

Rules	We will:
We are Responsible	<ul style="list-style-type: none">✓ Make responsible choices✓ Be responsible for our own belongings and behaviours✓ Be in the right place at the right time
We are Respectful	<ul style="list-style-type: none">✓ Be kind, considerate and cooperative✓ Be polite and respectful to our friends, teachers and visitors✓ Respect our school uniform, equipment and the environment✓ Value the interests, abilities and cultures of others
We Always do our best	<ul style="list-style-type: none">✓ Be ready to learn and always try our best✓ Actively participate in our learning and school environment✓ Follow the 5 Keys to Success (Persistence, Confidence, Getting Along, Resilience, Organisation)
We are Safe	<ul style="list-style-type: none">✓ Act and move in a way that keeps ourselves and others safe✓ Use the High 5 to positively solve 'Friendship Fires'✓ Bring only approved school items

Prohibited items

At Artarmon Public School, the following items must not be brought to school:

- chewing gum
- knives or weapons of any description
- drugs (illegal) – all medications must be taken to office
- matches and lighters
- toy guns, swords, toys with sharp edges
- glass bottles
- expensive toys
- other items that cause problems to students and teachers at the discretion of the Principal

APPENDIX 2

Student Leader Agreement

I understand the rights and responsibilities of our school and display consistent, exceptional behaviour.
● I am able to express my opinions in a calm, sensible way.
● I can be trusted to carry out my responsibilities.
● I take responsibility for my own learning.
● I go out of my way to help others, in and out of the classroom.
I am prepared to set a positive example.
● I have an exemplary attendance record.
● I act as a leader in a responsible and cooperative manner.
● I play safely in the playground and I encourage others.
● I am an excellent representative of Artarmon Public School within and outside the school.
I contribute to the school in a positive manner.
● I willingly carry out tasks in the school.
● I am active in class and school activities.
● I am considerate of others.
● I look after school property.

Student:.....Class:..... Class Teacher:

RFF/Support Teacher:

Peer: Parent:

To be returned by_____.



Artarmon Public School

Student Leadership Agreement

Name: Class:.....

I have read, discussed with my parents/caregivers and understood the document 'School rules and Student Responsibilities' and I will be proud to fulfill my duties as outlined.

I understand that failure to follow the requirements will lead to the consequences outlined in the section titled 'Loss of Position'.

Signed: (Student)

Signed: (Parent)

Appendix 4



Captain and Prefect Pledge

We promise....

- to do our best
- to show leadership in school activities
- to help other students
- to be loyal to our school
- to carry out our responsibilities to the best of our ability

Appendix 5

Lost Property

Lost Property Monitors- McMillan Rd

Monday	Tuesday	Wednesday	Thursday	Friday

Responsibilities

Before School

- Put on pink vests that will be hanging in the bathroom next to the music room.
- Bring the black boxes out of the bathroom next to the music room,
- Sort the lost items into hats, jumpers, and miscellaneous.
- Return vests to the area outside the staff bathroom.

Lunch (If not raining)

- Put on pink vests.
- Take jackets from boxes and hang on bicycle racks in size order
- If a space can be found arrange hats on concrete to allow students to easily look for their property
- Take markers from bathroom
- Randomly ask students in the playground if their name is on their hat, jumper, water bottle, lunch box etc. If not-use the marker to label items with their name immediately.

At 1:30 PM DO NOT WAIT FOR THE BELL. (Wear a watch or ask a teacher on duty for the time.)

- Return lost property to the correct black boxes
- Return black boxes, vests and markers to the bathroom.

Lost Property Monitors- Abbott Rd

Monday	Tuesday	Wednesday	Thursday	Friday

Responsibilities

Before School

- Put on pink vests that will be hanging in the bathroom next to the music room on McMillan Rd.
- Go to Lost Property Boxes at the bottom of stairs in H Block
- Sort the lost items into hats, jumpers, and miscellaneous.
- Return vests to the area outside the staff bathroom.

Lunch (If not raining)

- Assist others on McMillan Rd.