



Elanora Heights Public School

RESPECT

ACHIEVEMENT

RESPONSIBILITY

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Elanora Heights Public School

# Student Leadership Policy

*Last updated September 2024*

*The Elanora Heights Public School (EHPS) Student Leadership Team typically consists of the following members from Year 6, however this may change according to the gender balance within the grade:*

- 2 x School Captains (1 boy and 1 girl)
- 2 x School Vice Captains (1 boy and 1 girl)
- 4 x Prefects (2 boys and 2 girls)

*In addition, there are leaders for each house as follows:*

- 8 x House Captains (1 boy and 1 girl from each of the 4 houses)
- 8 x Vice Captains (1 boy and 1 girl from each of the 4 houses)

*Since 2018, EHPS has also offered the following Creative Arts leadership positions:*

- 1 x Band Captain (boy or girl)
- 1 x Choir Captain (boy or girl)
- 1 x Dance Captain (boy or girl)
- 1 x String Captain (boy or girl)

The EHPS Leadership Program covers themes such as role model behaviour, communication, leadership responsibilities, teamwork and leadership skills. All students are made aware of the expectations of leadership positions for next year, as well as the expectation that they will make an informed decision on who they will nominate as prospective leaders.

All Year 5 students will complete a Leadership Contract at the conclusion of the EHPS Leadership Program in Term 4.

### **Roles and Responsibilities of School Leaders**

*School Captains, Vice-Captains and Prefects are entrusted with various roles and responsibilities throughout the year, including, but not limited to the following:*

- Conduct whole school assemblies in the hall and via Zoom.
- Represent the school at various community events.
- Assist visitors at school events, such as Open Day and the ANZAC Day service.
- Write reports for the school newsletter/website as required.

*House Captains and Vice-Captains responsibilities include, but are not limited to the following:*

- Organise house meetings to plan Swimming, Cross Country and Athletics Carnivals.
- Generate house spirit and encourage house members to participate and perform to the best of their ability at sporting events.
- Distribute and collect sports equipment for School Sport and SportsPro programs.
- Maintain tidiness of sports storerooms as required.
- Write reports for the school newsletter/website and assemblies as required.
- Assist with the administration of Premier's Sporting Challenge and similar programs.

*Band Captain, Choir Captain, Dance Captain and String Captain (these roles will be given when applicable) responsibilities include, but are not limited to the following:*

- Hold exemplary knowledge and skills in their field of the Creative Arts.
- Be approachable and have the ability to assist less experienced students.
- Attend various group rehearsals if/when required, assisting the Conductor/Director/Choreographer.
- Be punctual and show commitment to attending their own group rehearsals.
- Model exemplary behaviour in all rehearsals, demonstrating leadership qualities.
- Lead and/or assist in Creative Arts initiatives such as Make Music Day and the School Musical.

### **Qualities of a School Leader**

School leaders in any capacity should uphold the values of respect, responsibility and achievement and possess the following qualities:

#### ***RESPECT***

- Display consistent respectful behaviour towards peers, staff and the community.
- Demonstrate pride in the school by, for example, proudly wearing the school uniform.

#### ***RESPONSIBILITY***

- Act with integrity, showing the ability to make decisions for themselves, without succumbing to peer pressure.
- Show initiative
- Possess strong communication skills, both written and verbal, including active listening.
- Possess strong organisational skills.

#### ***ACHIEVEMENT***

- Strive to achieve their personal best.
- Display a willingness to be involved in extracurricular activities.
- Display a positive attitude and work well as a team member.

### **Loss of Position**

School Leaders who fail to uphold the EHPS core values of respect, responsibility and achievement during their term may incur disciplinary action. The following process will be followed under these circumstances:

1. Warning and counselling by Principal and/or Executive

*If behaviour continues:*

2. Short term loss of position (badge and privileges)
3. Permanent loss of position (badge and privileges)

## Election of School Leaders

Year 5 students will participate in the EHPS Leadership Program during Term 3 or 4 in preparation for the election of School Leaders. Most years, the associated activities will be scheduled in a full day Leadership Training Program. An example timeline follows:

| Timeline                |                                                                                                                                                                                                                                                                                            |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Term 3                  | <ul style="list-style-type: none"><li>● Policy link distributed to parents and available to view on school website.</li></ul>                                                                                                                                                              |
| Term 4<br>Week 1        | <ul style="list-style-type: none"><li>● EHPS Full Day Leadership Program conducted.</li><li>● Policy explained and Leadership Contracts explained and distributed to all students.</li></ul>                                                                                               |
| Term 4<br>Week 2        | <ul style="list-style-type: none"><li>● EHPS Leadership Program final lessons covered in class if necessary.</li><li>● Leadership Contracts to be returned to school by the end of Week 2.</li></ul>                                                                                       |
| Term 4<br>Week 3        | <ul style="list-style-type: none"><li>● Nominations for Prefect positions collated from Leadership Contracts</li><li>● Preliminary vote for top 16 candidates (if available/required) completed by Year 5 students and EHPS staff.</li></ul>                                               |
| Term 4<br>Weeks 3-5     | <ul style="list-style-type: none"><li>● Top 16 candidates (if available/required) announced.</li><li>● Students are immediately given time to prepare speech at school.</li><li>● Speeches presented at Year 2-6 assembly.</li><li>● Years 2-6 students and all EHPS staff vote.</li></ul> |
| Term 4<br>Week 6        | <ul style="list-style-type: none"><li>● 8 successful leaders are announced to Year 5.</li><li>● House Leader nominations and elections held.</li><li>● Creative Arts Leader application process begins.</li></ul>                                                                          |
| Term 4<br>Week 7 or 8*  | <ul style="list-style-type: none"><li>● House Leaders and Creative Arts Leaders positions announced.</li><li>● Nominations for Sound Technicians, Library Monitors and other positions.</li><li>● Sound Technicians, Library Monitors and other positions announced.</li></ul>             |
| Term 4<br>Week 9 or 10* | <ul style="list-style-type: none"><li>● School Leader positions announced and badges presented at School Presentation Day.</li></ul>                                                                                                                                                       |

\*Dates subject to change dependent on school calendar.

## School Leader Election Procedure

All Year 5 students will participate in the EHPS Leadership Program. All Year 5 students are eligible to nominate themselves or other Year 5 students to be School Leaders. Eligibility for election will be based on students' behaviour record, school involvement and adherence to school values.

Leadership Contracts will be sent home at the completion of the Leadership Program and will need to be returned by the nominated date. At this time, Year 5 students and EHPS staff will participate in a preliminary vote, if necessary. From this voting, the top 16 candidates will be established.

The 16 students with the highest total amount of votes will be required to present a speech to an assembly of students in Years 2 to 6. The successful 16 candidates will be informed in Week 5 or 6. They will have time to prepare their speeches at school and will present them in the hall in Week 5 or 6.

At the completion of the 16 speeches, students from Years 2 to 6 will vote using a ballot paper or online form, selecting their top 3 preferences. All EHPS staff are also entitled to vote.

A minimum of two (2) staff members will be present during the vote tallying process.

All candidates will be informed of the election results during Week 6 or 7. Specific roles will not be announced until Presentation Day.

#### **House Captain Election Procedure**

On completion of Prefect selection, all Year 5 students, other than the 8 School Leaders, are given the opportunity to nominate themselves for the role of House Captain.

A ballot paper or online form is prepared and classes from Year 2 - 6 are invited, one class at a time, to vote for their House Captains, choosing 1 boy and 1 girl from the ballot paper.

Once voting has concluded and votes counted, House Leaders will be announced.

#### **Creative Arts Captain Election Procedure**

On completion of Prefect selection, all Year 5 students, other than the 8 School Leaders, are also given the opportunity to apply for the Creative Arts Captain positions (Band Captain, Choir Captain, Dance Captain and String Captain). These positions are subject to programs running in the school year.

Students will write an expression of interest (maximum of 1 x A4 pages) to the school Principal addressing the Band Captain, Choir Captain, Dance Captain and String Captain responsibilities criteria found on page 3 of this document.

The Principal will appoint students to the Creative Arts Captain positions in consultation with the Conductor/Director/Choreographer of the creative arts groups within the school.

#### **Library Monitor Selection Procedure**

Any Year 5 student may nominate themselves for a Library Monitor position. This will be organised by the School Librarian.

#### **Sound Technician Selection Procedure**

Year 5 students who are not selected as Prefects, House Captains or Creative Arts Captains, can apply for a Sound Technician position. This will be organised by the Year 5 teachers.

#### **Wellbeing Ambassador Selection Procedure**

Year 6 students will also be invited to apply for a Wellbeing Ambassador position. This will be organised by the Wellbeing Coordinator.

