

KENTHURST PUBLIC SCHOOL

STUDENT LEADERSHIP POLICY

Leave a legacy Extend the hand of friendship Acknowledge your strengths Develop a strong team

RATIONALE:

School life provides many opportunities for young people to develop leadership and representation skills. Kenthurst Public School will endeavour to create an environment that encourages personal best in learning, positive values and relationships, and respect and care for our school community.

KPS places great value in actively developing student leadership capabilities through engaging experiences and opportunities for student voice. Student voice is most effective when students actively participate in decision-making at school on things which shape their educational experiences. 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.

School leadership provides an opportunity for students to play a major part in the decision-making processes of the school. At Kenthurst Public School there are a range of formal and informal leadership opportunities, the most prominent being student leadership through School Captaincy and the Student Representative Council. Other leadership opportunities include Sports House Captains, Library Monitors and Kindergarten Buddies.

We believe that everyone has the potential to exercise leadership, either through a formal position or informally. Equally we believe that it is as important for students to understand that sometimes or in some contexts they will be leaders and in other contexts they will be team members. Leadership is not a responsibility confined to the 'badge wearers' and is shared by all students and staff.

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.

Kenthurst Public School values the development of leadership skills and acknowledges that having effective student leaders supports the enhancement of:

- student voice and agency
- responsible behaviours
- student leadership and positive role modelling
- each curriculum area and their associated extra-curricular activities
- trust, autonomy and relationships.

AIMS:

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 Kenthurst Public School, including respect, responsibility and personal best. In addition:

- To develop student participation and leadership skills in all students
- To encourage students to differentiate between leadership, participation and popularity

Last updated August 2025

- To provide opportunities for students to play a significant and effective role in the decision making processes of our school
- To ensure that student leaders are positive role models for other students

CRITERIA FOR STUDENT LEADERS:

The following criteria are to be used in the selection of a school leader. Although these criteria are specifically designed for children who are seeking to become a school leader in Year 6 they may also apply for children who wish to be a SRC representative for their class.

Respect, Responsibility & Personal Best				
Pride in School	Involvement in School Activities	Being Reliable and Punctual	Public Speaking Ability	Role Model
<i>This should be demonstrated by the student:</i> • taking pride in yourself and your school; • always obeying the school rules; • always wearing your school uniform neatly; • keeping the playground and school environment clean.	<i>This should be demonstrated by the student:</i> • always striving to achieve your best participating fully in all school and classroom activities; • attending all school activities, including those that are held out of school hours; • being willing to try out and participate in extra curricula activities e.g. choir, band, dance groups, etc; • setting goals and endeavouring to achieve them;	<i>This should be demonstrated by the student:</i> • considering the safety of yourself and others • always obeying the school rules; • completing all classroom work; • lining up promptly after recess and lunch; • assisting other students in the classroom without prompting; • working well in classroom groups; • completing competently any task given by the teachers	<i>This should be demonstrated by the student:</i> • clearly and appropriately speaking to other students and adults; • speaking clearly to a group of children on a given topic; • participating in the public speaking competition; • participating in school assemblies.	<i>This should be demonstrated by the student:</i> • being a good role model; • showing empathy towards others and acting as a good friend; • treating others fairly, honestly and keeping their dignity intact; • demonstrating self control of feelings and actions; • having kindness and consideration for others; • celebrating differences; • showing respect for yourself and others; • showing resilience; • being a team player

SCHOOL LEADERSHIP POSITIONS:

School Captain: Where possible, one boy and one girl elected

Vice-Captain: Where possible, one boy and one girl elected

House Captain: Two leaders for each house group (Dharug, Eora and Worimi)

NOTE: Whilst gender equity will be considered when selecting captains, the most suitable candidates for each position will be appointed.

SCHOOL CAPTAIN AND VICE-CAPTAIN RESPONSIBILITIES AND EXPECTATIONS:

- Display exemplary behaviour at all times
- Represent the student body at school and community functions;
- Be involved in the promotion of the school image in the community

Last updated August 2025

- Be a positive role model in the classroom and playground
- Willingly carry out the duties for which they are responsible to the best of their ability
- Coordinate and run/lead school assemblies;
- Ability and willingness to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a high standard of school uniform;
- Demonstration of school spirit and pride.
- Modelling the school values of respect, responsibility and personal best
- Showing trustworthiness, honesty, courtesy, reliability and helpfulness
- Respecting school rules and procedures
- Being involved in special occasions and greeting and thanking visitors and performers
- Willingly help teachers and the community

SRC PRESIDENT and VICE-PRESIDENT RESPONSIBILITIES AND EXPECTATIONS:

- Represent the student body in school decision-making processes;
- Liaise with the principal on SRC projects;
- Lead SRC reports at school assemblies;
- Display strong leadership skills;
- Wear full school uniform with pride;
- Show willingness to assist at all times;
- Be a positive role model for other students in the classroom and playground, and when representing the school;
- Display exemplary behaviour;
- Uphold all classroom rules and the school values of respect, responsibility and personal best.

SRC RESPONSIBILITIES AND EXPECTATIONS:

- Attend all SRC meetings
- Present the ideas of the class at the SRC meeting
- Report back to the class at the conclusion of the SRC meeting
- Assist the SRC President and Vice-President in the planning and implementation of SRC projects

HOUSE CAPTAINS RESPONSIBILITIES AND EXPECTATIONS:

- Participate in all sporting events throughout the year
- Present carnival reports at assembly
- Run house meetings prior to school carnivals
- Demonstrate sportsmanship at all times
- Lead by example, encouraging team support of the house
- Encourage team participation and support during carnival days including organising house war cries and chants and maintenance of house areas
- Coordinate and help house members to make it to their races/events
- Coordinate and make banners to decorate and promote their house colours
- Willingly help teachers to maintain the sports shed and sports equipment
- Assist teachers in coordinating special sports activities and days

SCHOOL CAPTAIN AND VICE-CAPTAIN NOMINATION AND VOTING PROCEDURE:

Prospective leaders from Year 5 are required to participate and complete the Leaders in Training program run in Term 3 each year. School Captains, Vice-Captains, SRC President and Vice-President are selected from Year 5 who will be proceeding to Year 6 the following year.

A copy of the selection process and school leadership criteria for school leaders will be included in the school newsletter in Term 4, Week 6 and provided to all Year 5 students.

Students self-nominate or can be nominated by a peer. Students submit a school application form addressing the school leadership criteria. The application form is due Term 4, Week 3 (Friday). Failure to adhere to this date will result in disqualification from the student leadership application process. The leadership policy will be displayed on the Kenthurst Public School website.

Any student who has received a Level 2 (or above) in Semester Two will not be eligible to hold a student leadership position.

Application forms are presented at a Staff Communication Meeting for ratification. As part of this ratification, the removal of students is permitted. At the Communication Meeting, staff will discuss applicants' merits. A majority of staff will need to endorse the students' application before the student progresses to the speech writing stage. Other criteria that the teachers will discuss will include:

- Attendance (at least 90%) unless exceptional circumstances;
- Behaviour that has been displayed throughout the year;
- Maintenance of a high standard of uniform;
- Contributions to the Leaders in Training program.

After consideration of the above, a rubric can then be used to ratify the number of candidates. A maximum of 16 students will then be declared as nominees for School Captain. Letters will be sent home to each candidate advising them if they were successful or unsuccessful in progressing to the speech writing stage.

Candidates may write their speeches at home. The expectation is that candidates write speeches on their own. Students may work with a mentor teacher. Speeches should address the leadership criteria and should not exceed two minutes.

Election speeches will be delivered at a special assembly in Term 4, Week 6. The order of speeches will be pre-determined by a random draw.

Speeches are not allowed to be raps, rhymes or poems. Props are not permitted.

If a student is unable to attend school on the day of the speeches, the student will have the opportunity to have their speech recorded prior to the day.

Students (Years 1-6) and staff will vote by secret ballot, either on a ballot paper or digitally. Student photos will be included on the ballot paper. Students vote for one boy and one girl when possible, or two students of any gender. This will be decided based upon the number of suitable candidates. Students who are absent on the day elections are held forfeit the right to vote.

Ballot papers will be coloured (one for each grade).

Student votes = 1; staff = 2; Executive staff = 3; Principal = 5.

Final result viewed by executive team. Should the ballot be paper-based, the Principal and at least one other Executive staff member will count votes. The results remain highly confidential.

Candidates will be notified whether they are successful or unsuccessful in gaining a leadership position. However, the specific positions of successful candidates will not be disclosed until the end of year Induction Ceremony.

Leader badges will be presented in Term 4 at the Student Leadership Induction Assembly.

Students can apply for both school captain, SRC President and house captain.

It is important that all students applying for a leadership position have demonstrated exemplary behaviour throughout their years of schooling at Kenthurst Public School.

SRC NOMINATION AND VOTING PROCEDURE:

SRC President and Vice-President are selected from Year 5. Prospective leaders running for SRC President or Vice-President from Year 5 are required to participate and complete the Leaders in Training program run in Term 3 each year.

Class representatives are elected to become the SRC member for their class (Years 1-6) by their peers at the beginning of the school year. Two students from each grade in their class are to be elected. Students that were the SRC member for their class in the previous school year cannot be re-elected.

HOUSE CAPTAIN NOMINATION AND VOTING PROCEDURE:

1. Students in Year 6 will be eligible to be elected as a house leader. They will need to fill in a school leader application form. Priority will be given to those students who were nominated but unsuccessful for a school leader position.
2. Sports co-ordinator will hold a meeting in Term 4 with any students who would like to be considered for a house leader position. He/ She will give a brief talk to students about the roles and responsibilities involved in being a house leader.
3. House meetings will be conducted in Week 7. Students who have been nominated will give a very brief speech to their house group about why they believe they should be voted and how they will fulfil the role.
4. Students choosing to run for house leadership are encouraged to give a 1 min speech promoting why they should become a house leader. Students in each house will vote for their preferred leader. This will be done by a secret hands up vote.
5. Teacher leading the house meeting will record all students that were nominated and the number of votes each student received. Two students will each be elected as house captain based on the highest number of votes.
6. This information is to remain confidential and to be given to the executive team.

7. When School leader speeches are complete and votes counted, the executive team will look at all the votes. If a student has received the highest number of votes to be house leader, but they are also elected school captain or vice-captain then the position will go to the next student who received the most votes.
8. House leaders will be announced at the Induction Assembly at the end of the year.