



## Millfield Public School - Leadership Policy (Updated 2019)

### Rationale

The promotion and development of students as leaders is a priority of Millfield Public School. Students of all ages are encouraged to accept leadership roles within small work groups, within the class and across the whole school setting.

The expectations of Year 6, and in particular, the elected student leadership (School Captains, School Vice Captains, Student Leaders and the Student Representative Council (SRC)) are generally higher than those held for the general student body. They are expected to conduct themselves with dignity in order to be an example to the other students and an asset to the school.

All School Captains, School Vice Captains, Student Leaders and SRC representatives are required to uphold Millfield Public School's School Rules.

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## Student Representative Council

The Student Representative Council (SRC) aims to develop leadership skills in students, as well as allow student voice in the decision making at Millfield Public School.

### Guidelines for SRC Membership

- A student in each year will be elected by their peers to represent on SRC each year.
- All SRC members are expected to comply with the following expectations.
  1. Act responsibly, be organised and helpful.
  2. Support SRC activities to help raise money and support charities and school projects.
  3. Be a good role model for other students at school, in their class, playground and in the wider community.
  4. Respect school rules and property.
  5. Work cooperatively with staff and students.
  6. Wear correct uniform at all times at school and school functions.
  7. Be an active listener and contribute positively to group discussions.
  8. Be prepared to report views/decisions or any other matter from meetings (regardless of personal opinions).
  9. Be prepared to organise and speak at assembly.

A teacher representative will be present at each meeting to assist in the running of the meeting.  
The Principal will be present at one meeting a term, date to be negotiated.

- Before each SRC meeting class teachers shall arrange a time to have a class meeting about issues to be raised by their Class Representative. It is the responsibility of the class teacher to organise and facilitate this meeting, not the Class Representative.
- The SRC will meet twice a term or more frequently if the need arises.
- An induction for new SRC Reps will occur each year.

### SRC Meeting Format

- Minutes from last meeting read and tabled.
- Class representative reports.
- Business to be carried into next meeting (jobs assigned to particular representative).

### SRC Pledge

*'We, the elected Student Representative Council of Millfield Public School pledge to represent the interests of all students in our school for the benefit of the whole school community.'*

### SRC Roles - Representatives will:

- attend all SRC meetings
- present ideas from their class to the SRC meeting
- assist the SRC coordinator in the planning and implementation of SRC projects
- assist other students when required
- be of general assistance to all members of staff, students, parents and visitors
- be exemplary models of student behaviour



## Guidelines for Captains, Vice Captains and School leaders

### School Leaders process

- Students in Year 5 may nominate themselves for the office of School Leader for the following year. All nominees must complete a nomination form endorsed by their parent.
- Nominees in the first instance will have a short interview with the principal and/or classroom teacher explaining why they wish to nominate for the role of school leader. A decision will then be made as to whether the student's nomination is accepted by the school.
- A speech, which clearly details why they should be a school leader, will be delivered at a special school assembly in Term 4 of that year. Students may also make a poster to display leading up to voting.
- Voting will occur immediately after speeches. Students in Kindergarten – Year 5 will be eligible to vote.
- The ballot paper will include photos of each candidate. Candidates will be arranged alphabetically.
- Votes will be counted by the principal and another staff representative.
- The two students with the highest number of votes will be elected as school leaders. The following two students will be elected as School Vice Captains. Due to the small school setting and uneven ratio of boys to girls, the gender of school leaders do not need to be split evenly. Other students who were successful in gaining nomination will be given the role of School leaders.
- Results for Captains, Vice Captains and School Leaders will be announced on Presentation Day.



## Eligibility for a Student School Leadership position

### School Leader Expectations

- All students applying for the position of school leader must demonstrate Millfield Public School Values: Responsible, Respectful and Safe.

### Loss of Position

For all leadership positions, the following guidelines will apply if a breach of the school discipline code occurs.

1. Warning Letter.
2. Loss of position for 4 weeks.
3. Loss of position for the remainder of the year.

The principal will determine the decision (in consultation with relevant staff) as to the length of the loss of position. If the behaviour is severe e.g. inappropriate language, violence or threatening behaviour towards a member of staff, parent or visitor, immediate loss of position will occur. Appropriate communication will advise parents of issues of concern.

## Specific Duties

### School Captains, Vice Captains and School Leaders will:

- Complete all duties of a school leader.
- Make themselves available for activities out of school hours (eg. Anzac Day)
- Be exemplary models of student behaviour, demonstrating the Millfield Public School Values: *Responsible, Respectful and Safe*
- Conduct speeches at assemblies and special presentation.
- Conduct Student Representative Council meetings and be responsible for setting the agenda in consultation with the Staff Member who coordinates the SRC.
- Be of general assistance to all members of staff, students, parents and visitors.
- Set up and take down all items for the assembly and special events

### In addition, School Captains and Vice Captains will:

- Be involved on special occasions such as the greeting and thanking of visitors and performers
- Assist in writing the SRC Report for the School Newsletter
- Attend all school activities and events.
- Be aware of the general behaviour of students in regard to safety and grounds upkeep and actively advise school staff of issues of concern



## 2020 Student Leadership Nominations

Dear Parent / Caregiver,

Your child has expressed a desire to stand for the position of school leader for 2020. Please read the following material and if you can support your child in his/her duties please sign the sheet below.

Your son/daughter must also fill in their resume outlining their suitability for the position of student leader/captain/vice-captain.

This position comes with expectations and responsibilities that demonstrate the core values of Millfield Public School. Captains and Vice Captains may be required to attend events outside of school time.

### Student Nomination Process

Students wishing to nominate for a student leadership position, must do the following:

1. Submit a nomination form to the Principal by **Friday 29<sup>th</sup> of November (Week 7)**
2. Have a formal interview with the Principal and Class Teacher demonstrating their ability to fulfill the expectations of a school leader by **Friday 29<sup>th</sup> of November (Week 7)**
3. Prepare an election poster to hang in the Library, including a photo and outlining personal qualities.
4. Ensure they demonstrate the expectations of school leaders in the time leading up to the election (full uniform, positive behaviours, and demonstrating leadership capabilities). This includes receiving no blue or red faces in Term 4 2019.
5. Prepare and deliver a 1-2 minute speech outlining the reasons why they should be considered for the position of Captain or Vice-Captain. **Thursday 5<sup>th</sup> of December (Week 8) starting at 9.15am.**

### Student posters and speeches

- Student posters and speeches **may not** contain any promises that students may not or cannot follow through with. (eg. I promise that I will provide a pool, lollies etc for all students).
- Please check your child's poster and speech to ensure they meet these guidelines, as **students will be removed from the voting process** if containing promises of this kind. Speeches may be submitted to the Principal if students wish to check suitability prior to delivery.
- Speeches and posters should instead focus on personal qualities that make a good leader, and examples of leadership shown over their 6 years at school.



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## Millfield Public School 2020 Student Leadership Nominations Application Form

Students full name: \_\_\_\_\_

Preferred name: \_\_\_\_\_

Parent / Caregiver supporting this application: \_\_\_\_\_

Peer supporting this application: \_\_\_\_\_

Students signature: \_\_\_\_\_

Brief statement about why you would make a good leader of Millfield Public School.

*(include why you should be considered for a 2020 Student School Leader, what qualities you would bring to the position, your interests, etc).*



## School Leader Checklist 2020

- I will be in Year 6 in 2020.
- I have completed the Student Leader Application Form.
- My parent has endorsed my application.
- I am prepared to have an interview to determine my leadership suitability with my Principal and class teacher
- I feel comfortable speaking in front of an audience and am willing to write and present a 1-2 minute speech explaining my leadership qualities to the staff and students of Millfield Public School.
- I am willing to represent Millfield Public School at special events including out of school times.
- I wear the correct Millfield Public School uniform with pride, including school wide brimmed hat at all times.
- I am a responsible student. I am responsible for my own actions and I am organised.
- I am a respectful student. I am polite, caring, listen to others and take pride in my work and actions. I am proud to be a member of Millfield Public School.
- I am a good sport and will congratulate any of my peers on gaining leadership roles.
- I am safe. I am sensible, follow instructions and keep my hands and feet to myself.
- I am committed to continuing to display these values for my peers to follow.

Failure to fulfill these expectations will result in the withdrawal of my leadership application.

Student Name: \_\_\_\_\_

Signature \_\_\_\_\_

Parent Name: \_\_\_\_\_

Signature \_\_\_\_\_