



# Gordon East Public School

## Student Leadership Procedure

The following procedures are a summary of the expectations and procedures in relation to student leadership opportunities at Gordon East Public School.

### **Rationale:**

Gordon East Public School places a high value on the development of leadership skills for all our students.

### **Aim**

The aim of this procedure is to provide:

- a fair and equitable process for the election of student leaders, and
- a clear understanding of the leadership roles within the school, and
- clear guidelines for the student leadership selection process.
- an inclusive approach to student leadership, ensuring all students are provided with equal opportunities to participate in leadership .

### **Definitions:**

#### **SRC – Student Representative Council**

A student representative council (SRC) is a group of students Years 2 – 6, elected by their peers to represent all students within the school. They work democratically to represent the student body in school decision-making and organize ways for students to participate and enjoy school life.

#### **The SRC consists of:**

- **Class SRC Representatives.** Two representatives from each class – Grades 2-6, in Semester 1 and two different students in Semester 2.
- **Student leaders** comprising of: School captains, vice captains and sports house captains.
- **Year 6 leaders:** including taking on additional leadership roles and responsibilities such as band captains, tech support team and library monitors etc.
- Supervising teacher(s) who will act as advisers to the SRC.

#### **School Procedure:**

### **Class SRC Representatives**

#### **Elections for SRC will:**

- Be held bi-annually, at the beginning of each semester.
- Be based on 'Position criteria for student leaders' and qualities as outlined in the Gordon East Public School student leaders oath.
- Be by democratic process i.e. involve self nominations by students by way of an Expression of Interest

- Students are able to keep nominating themselves each Semester until they get elected.
- Once elected, students can only be an SRC Representative every second year whilst at GEPS.

## **Induction**

The induction of representatives will be held early each semester in a whole school assembly. Parents will be invited to the induction assembly. Each representative will receive a badge and read the member's oath in front of the assembly. The Member's Oath is to be signed, returned to school and followed.

## **Meetings**

- Will be held regularly (i.e. once a week or fortnightly), as determined by SRC supervising teacher/s.
- Decisions will be made by a majority vote. Where a majority vote is not successful the student leadership council will determine the outcome in consultation with the supervising teacher/s.
- Concerns/ messages from class representatives will be addressed.

# **Student Leaders – School and House Captains**

## **Eligibility of students for nomination**

- All year 5 students are eligible. Students can choose to only be available for House Captain elections.
- Campaigning is not to take place including placement and distribution of posters, badges, stickers etc.

## **Role Description**

- Provide leadership to the student body.
- Represent and speak publicly on behalf of the student body at school functions and sport house meetings.
- Represent the school at community functions.
- Collect house points and uniform points at assembly and hand out the Uniform trophy to the winning class.

## **Position Criteria**

This role is a leadership position. Students seeking this office need to show that they can lead by example, display initiative, be flexible and spontaneous, work as part of a team and be responsible and reliable at all times. They must demonstrate all aspects of the Student Leaders Oath.

## **Student Leadership Development**

All year 5 students participate in leadership lessons with a stage 3 teacher. The lessons include:

1. What is a leader?
2. Recognise your leadership qualities
3. Identifying our character and ability strengths

4. What makes a good leader?
5. Learning to understand others

### **Nomination Process**

- All students interested in applying for a leadership position are to submit a nomination form, which has seconded by a Stage 3 peer.
- Children can nominate for the school captain position and/or Sport House Captain Positions.

### **Selection of Nominees**

- All year 5 nominated students will deliver their prepared speeches to Stage 3.
- Stage 3 children, as a group, will vote to decide who will be eligible for student leadership by voting for two boys and two girls on the ballot paper.
- The top six girls and six boys will then present their speeches to students in years 2-6. Following this, students in years 2-5 will vote for two boys and two girls on the ballot paper.

### **Election Procedure: Election Day – Not a Friday**

- Nominees will be introduced to children.
- Stage 3 students vote for candidates in Round 1.
- All 2-6 students are eligible to vote in the final round.
- All children who are to vote will be reminded to consider voting for candidates they believe will best fit the role of leaders of the School.
- Children in years 2-5 will be given ballot papers and will be entitled to vote for two boys and two girls.
- Staff will each be entitled to vote for two boys and two girls.
- All twelve finalists will present their speeches with the vote determining the school captains and vice captains.
- House Captains will be elected prior to Presentation Day.

### **Notification of Result**

- The successful nominees will be informed as a group and then announced to the school at an assembly. The community will be informed of leadership positions at Presentation Day.
- The two Captains and Vice Captains will take their Oaths and receive their badges at Presentation Day.

## **Year 6 Leaders**

Students in Year 6 may also choose to be part of alternative leadership opportunities within the school. These include:

### **Library Monitors**

Library Monitors perform a range of duties to support the provision of library services during library lessons, lunch and other times. These duties include:

- Scan and shelve books
- Check and tidy shelves as needed

- Help other students and be a role model for Library expectations
- Check the Library is tidy at the end of the session
- Help process new resources
- Assist at special events such as Book Week

Selection occurs at the beginning of the year and is open to all Stage 3 students. Applicants are asked to:

- Be a person who loves books and reading.
- Try hard to follow behaviour expectations (especially in the Library).
- Commit to helping in the Library one lunchtime every week.

#### *Selection process*

1. Students complete a library monitor application form.
2. Students must then write a paragraph about why they would be suitable for this school leadership position.
3. Twelve students are usually selected, with at least 2 from each Stage 3 class. Preference is given to Year 6 students.
4. Once selections have been made, decisions are final.

#### Tech Support Team

Students seeking this position need to show that they can lead by example, display initiative, be flexible and spontaneous, work as part of a team and be responsible and reliable at all times. They must demonstrate all aspects of the Gordon East Public School student code for behaviour and learning.

Candidates seeking nomination need to demonstrate the skills listed below:

- Observe classroom and school rules
- Keeping yourself and others safe
- Taking responsibility for your own learning and behaviour
- Respecting yourself and others
- Respecting the school environment
- Be an active participant in school life
- Work cooperatively with fellow students
- Be polite at all times to students, teachers, parents and visitors
- Support teachers in organising and running assemblies and special events

#### *Selection process*

1. Students place their names on a nomination list posted outside the coordinating teacher's room.
2. From there the required amount of children will be selected
3. Preference will be given to year 6 students
4. Once selections have been made, decisions are final.

## Band Captains

Two Band Captains are selected each year. Their responsibilities can include:

- Introducing performances
- Assisting the conductor
- Assisting fellow band members
- Giving reminders about upcoming performances or equipment required to children at lines
- Assisting with set up or pack down

### *Selection process*

- Nominations for one boy and one girl will be sought from the Senior Band Conductor.
- Consideration will be given to those students who may not already have a leadership role or spread leadership opportunities throughout the student body.
- Following a discussion between the Senior Band Conductor and a member of the School Executive, a decision will be made.
- Once selections have been made, decisions are final.

## **Ratification**

This Policy has been developed in conjunction with:

- Principal: Ruth White
- Gordon East Executive Team
- School staff
- Parent representatives : Nils Bown (President), Kiah Wolton-Phillips (Vice President)
- Tabled at P&C Meeting 27/10/2020
- Reviewed and updated 02/09/2022

## Appendix

# Gordon East Public School

## STUDENT LEADERS OATH

As an elected Student Leader of Gordon East Public School promise to:

- Work with fellow students, staff, parents and members of the community to make our school a better place.
- Uphold the good name of our school by always following the school rules and wearing school uniform.
- Be a good role model for other students.
- Be an active participant in all aspects of school life.
- Listen to other students' ideas and concerns.
- Attend and run SRC meetings.
- Help to organise and run any special events and assemblies.

I will do these things to the best of my ability.



## *SRC Self - Nomination Form*

*I would like to nominate myself to be a  
SRC Representative for my class.*

I understand that:

- I can keep nominating myself each Semester until I get elected.
- Once I am elected, I can only be an SRC Representative every second year I am at GEPS.

Name \_\_\_\_\_ Year/ Grade \_\_\_\_\_

Class \_\_\_\_\_ Date \_\_\_\_\_

Three qualities/ characteristics I bring to the role are:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

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## Nomination form for School Captain or Vice-Captain for \_\_\_\_\_

Captains and Vice-Captains at Gordon East Public School are expected to be exemplary role models who support our school motto of 'Courtesy and Cooperation'.

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### Nomination form for Captain or Vice-Captain for \_\_\_\_\_

I, \_\_\_\_\_, would like to nominate for the position of Captain or Vice-Captain for \_\_\_\_\_.

Signature \_\_\_\_\_

I, \_\_\_\_\_, second this nomination. Signature \_\_\_\_\_

In 100 words or less write why you think you would be a good Captain. You will talk to this front of all Years 5 and 6 students, Stage 3 teachers and the Principal. This forms the pre-selection process.

Return to \_\_\_\_\_ by Friday \_\_\_\_\_





## Nomination form for Sport House Captain for \_\_\_\_\_

Sports Captains at Gordon East Public School are expected to be exemplary role models who support our school motto of 'Courtesy and Cooperation' in leading their sport teams at school events throughout the year.

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### Nomination form for Sport House Captain for \_\_\_\_\_

I, \_\_\_\_\_, would like to nominate for the position of Sport House Captain for \_\_\_\_\_.

Signature \_\_\_\_\_

I, \_\_\_\_\_, second this nomination. Signature \_\_\_\_\_

In 100 words or less write why you think you would be a good Sport Captain. You will talk to this at a Sport House Meeting. Following your talk your Sport House will vote for Sport Captains for \_\_\_\_\_.

Return to \_\_\_\_\_ by Friday \_\_\_\_\_

# Gordon East Public School

## Library Monitors

### OATH

I, as a Student Leader of Gordon East Public School promise to:

- Work with fellow students, staff, parents and members of the community to make our school a better place
- Uphold the good name of our school by always following the school rules and wearing school uniform
- Be a good role model for other students
- Perform the duties of a Library Monitor and follow the code of conduct

I will do these things to the best of my ability.

## Gordon East Public School – Library Monitor Application Form

Name: \_\_\_\_\_ Year: \_\_\_\_\_ Class: \_\_\_\_\_

I understand that as a Library Monitor I must:

- Be a person who loves books and reading.
- Try hard to follow behaviour expectations (especially in the Library).
- Commit to helping in the Library one lunchtime EVERY week.

I will carry out these duties to the best of my ability:

Lunchtime	Class time
<ul style="list-style-type: none"> <li>❖ Scan and shelve books</li> <li>❖ Check and tidy shelves as needed</li> <li>❖ Help other students and be a role model for Library expectations</li> <li>❖ Check the Library is tidy at the end of lunch                             <ul style="list-style-type: none"> <li>○ Games packed away</li> <li>○ Pens, paper etc packed up</li> <li>○ Chairs pushed in and cubes tidy</li> <li>○ Books shelved or in shelving box</li> </ul> </li> <li>❖ Other jobs as needed</li> </ul>	<ul style="list-style-type: none"> <li>❖ Put books on circulation desk from Returns bin</li> <li>❖ Scan returns, noting any Reservations</li> <li>❖ Put returned books in shelving box and shelve if time</li> <li>❖ Help scan books in Borrowing time</li> <li>❖ Help other students and be a role model for Library expectations</li> <li>❖ Check the Library is tidy at the end of the lesson                             <ul style="list-style-type: none"> <li>○ Pens, paper etc packed up</li> <li>○ Chairs pushed in and cubes tidy</li> <li>○ Books shelved or in shelving box</li> </ul> </li> <li>❖ Other jobs as needed</li> </ul>

I agree to follow this Library Monitor Code of Conduct

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

Lunchtimes I am free in Second Half: \_\_\_\_\_

Reasons why I believe I would be suitable for this leadership role:

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Thank you for your application. Please return it to Mrs Campbell.



# GORDON EAST PUBLIC SCHOOL

Rosedale Road, Gordon, NSW 2072

## Code of Conduct for Tech Team

I understand that it is a great privilege to be selected for a leadership position at our school. I will follow our school expectations – be safe, be respectful, be a learner.

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

Class: \_\_\_\_\_

I am willing to:

- Attend all rehearsals and events and to be punctual.
- At all times be respectful, cooperative and polite to teachers, students, parents and any community members.
- Work hard to learn the roles and responsibilities for running assemblies, special events and coordinating technology movement across the school.
- Be encouraging, modest and generous, helping others who may need some extra support.
- Treat all other tech team members in a safe and respectful way.
- Resolve conflict respectfully, calmly and fairly.
- Comply with our school's uniform code.
- Respect all property.
- Be helpful, patient, calm and caring in my approach to this role.

I understand that:

- If I breach this code, I may be asked to leave the tech team.
- If I am not wearing the correct school uniform, I may not be able to perform my allocated role.
- If I do not attend all team meetings, I may miss out of performing my duties and may even be asked to leave the group.
- If I breach my school's code of conduct while out of school, I may be asked to leave the group.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by teacher: