

# ST MICHAEL'S PRIMARY



## STUDENT LEADERSHIP

## POLICY & PROCEDURES

*"If I have seen further than others, it is by standing on the shoulders of others."*

*Sir Isaac Newton*

**October 2017**

# 1. Introduction

The purpose of this policy is to clarify the formal leadership roles available to students at St Michael's Primary School by explaining the selection process, the expectations of the school of any student in a leadership position, how to maintain leadership status and what legacy each leader is expected to leave for those that follow them.

# 2. St Michael's Mission and Vision

## **Our Mission**

To provide quality education for our students in a caring and supportive environment.

## **Our Motto**

Knowledge, faith and love – reflects the principles and values of our Christian community.

## **Our Values**

Mercy and Justice are integral to the Mercy tradition on which our school was founded.

Therefore . . .

- We are committed to educating students in the Catholic faith.
- We have a commitment to the promotion of educational and personal excellence.
- We believe that education enriches and empowers the individual.
- The value and dignity of each individual is reflected in the promotion of self-esteem, self-discipline and responsibility.
- Our curriculum is dynamic, intellectually challenging and diverse in order to respond to students' needs in a rapidly changing world.
- We foster an appreciation of the aesthetic and a love of learning for its own sake.

## 3. The Year 6 Student Leadership Team

Student Leaders have a major role to play in the day-to-day activities occurring at school. They are the public face of the student body as well as the children with the task of improving the school for their classmates and leaving behind a legacy of respect and achievement.

### 3.1 Selection and Eligibility

The selection of the school leaders at St Michael's is designed to identify the students who are best able to represent the values of the school and to fulfil their obligations as per section 3. The process is also designed to be fair and transparent at all stages.

School leaders whose terms of office commence in next year and beyond will be selected using the following procedure:

- Year 5 students will have demonstrated throughout their school life the following:
  - Interpersonal skills.
  - Leadership capacity.
  - The ability to communicate, change and encourage others to follow their lead.
  - The ability to follow through on commitments.
- Year 5 students will need to nominate themselves and be interviewed by the Principal and a member of the leadership team if he/she wishes to be considered for a leadership position.
- Year 5 Leadership Team nominees must have proof of their excellent behaviour during the year.
- If the Principal/Leaders of Learning approves the student's nomination, the student must present a short speech (maximum of 2 minutes) to the Year 4 and 5 students.
- After this speech, the Year 5 students and staff will vote.
- The voting process will be through the use of a Google form.
- A team of 20 leaders will be selected.
- The Principal will announce the successful leaders at the final School Assembly for the year.
- The School Captains and Year 6 Leadership team will be inducted at an Induction Ceremony in Term 1 during our Opening School Mass.

# SCHOOL CAPTAINS

## Role Description

- Be a positive role model and demonstrate leadership qualities to the student body.
- Represent the student body at school and community functions.
- Attend and actively participate in Student Leaders' Meetings.
- Encourage students to take pride in their school.
- Willingly help teachers and the community when requested.

## Essential Criteria

Students who hold leadership positions must demonstrate the following consistently:

- Initiative and leadership.
- Ability to speak in public.
- A commitment to attending and participating in school and community events which may fall outside normal school hours. E.g. Anzac Day and other events that may arise.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Demonstrate school spirit and pride by displaying:

Respect	Responsibility	Aspire
<ul style="list-style-type: none"> <li>• Listen and speak in a polite way</li> <li>• Share friends, space and equipment.</li> <li>• Accept and celebrate difference</li> <li>• Allow others to learn.</li> <li>• Care for people, school property and environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive role model.</li> <li>• Do what is right even when it is difficult.</li> <li>• Be prepared and punctual.</li> <li>• Be accountable for the choices you make.</li> <li>• Demonstrate trustworthiness, reliability and helpfulness.</li> <li>• Wear the correct school uniform.</li> </ul>	<ul style="list-style-type: none"> <li>• Be proud of everyone's achievements.</li> <li>• Be resilient and bounce back.</li> <li>• Accept opportunities and challenges.</li> <li>• Actively take pride in your learning.</li> <li>• Participate in school activities.</li> </ul>

# HOUSE CAPTAINS

## Role Description

- Be a positive role model and demonstrate sportsmanship to the student body.
- Actively participate in school events, in particular, the School Swimming Carnival, Cross Country Carnival, Athletics Carnival, Creative Art activities and fundraising events.
- Attend and actively participate in Student Leaders' Meetings.
- Encourage 'house spirit' at school events.
- Encourage students to take pride in their school.
- Assist younger students at school events.
- Willingly help teachers and the community when requested.

## Essential Criteria

Students who hold leadership positions must demonstrate the following consistently:

- Initiative and leadership.
- Ability to speak in public.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Demonstrate school spirit and pride by displaying:

Respect	Responsibility	Aspire
<ul style="list-style-type: none"> <li>• Listen and speak in a polite way</li> <li>• Share friends, space and equipment.</li> <li>• Accept and celebrate difference.</li> <li>• Allow others to learn.</li> <li>• Care for people, school property and environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive role model.</li> <li>• Do what is right even when it is difficult.</li> <li>• Be prepared and punctual.</li> <li>• Be accountable for the choices you make.</li> <li>• Demonstrate trustworthiness, reliability and helpfulness.</li> <li>• Wear the correct school uniform.</li> </ul>	<ul style="list-style-type: none"> <li>• Be proud of everyone's achievements.</li> <li>• Be resilient and bounce back.</li> <li>• Accept opportunities and challenges.</li> <li>• Actively take pride in your learning.</li> <li>• Participate in school activities.</li> </ul>

# COMMUNITY LEADERS

## Role Description

- Be a positive role model and demonstrate leadership qualities to the student body.
- Attend and actively participate in Student Leaders' Meetings.
- Encourage students to take pride in their school.
- Willingly help teachers and the community when requested.

## Essential Criteria

Students who hold leadership positions must demonstrate the following consistently:

- Initiative and leadership.
- Ability to speak in public.
- Ability to maintain acceptable standards of work and behaviour in class and school activities.
- Demonstrate school spirit and pride by displaying:

Respect	Responsibility	Aspire
<ul style="list-style-type: none"> <li>• Listen and speak in a polite way</li> <li>• Share friends, space and equipment.</li> <li>• Accept and celebrate difference</li> <li>• Allow others to learn.</li> <li>• Care for people, school property and environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be a positive role model.</li> <li>• Do what is right even when it is difficult.</li> <li>• Be prepared and punctual.</li> <li>• Be accountable for the choices you make.</li> <li>• Demonstrate trustworthiness, reliability and helpfulness.</li> <li>• Wear the correct school uniform.</li> </ul>	<ul style="list-style-type: none"> <li>• Be proud of everyone's achievements.</li> <li>• Be resilient and bounce back.</li> <li>• Accept opportunities and challenges.</li> <li>• Actively take pride in your learning.</li> <li>• Participate in school activities.</li> </ul>

## 3.2 Maintenance of position

In order to maintain their position, Student Leaders will be expected to:

- Always be a role model for fellow students, especially in demonstrating respectful ways of communicating with each other and with teachers.
- Show consistently appropriate decision-making and behaviour over the course of the entire school year.
- Actively promote the school and its values and ethos.
- Demonstrate pride in their school by always wearing the correct uniform and encouraging others to do so.
- Co-ordinate, organise and run whole-school assemblies as required.
- Speak clearly and confidently at any public occasion.

If a Student Leader consistently does not meet these expected standards, the School Executive will initiate an improvement process that starts with an official warning. If the Student Leader does not demonstrate the required improvement and receives another warning, their badge will be removed for up to a fortnight. A third warning will result in loss of position.



# APPLICATION FOR SCHOOL LEADERSHIP

Student name: \_\_\_\_\_

Position/s applying for (*please tick*):

- Captain     House Captain     Community Leader

List ways that you have shown initiative in any responsibilities you have had or in general school situations.

Picture the school at the end of next year. How will you have impacted positively on St Michael's community?

Give one example of how you have been a positive role model in the school community during this year.

### **3.3 Legacy of position**

Student Leaders will be expected to act as a mentor to fellow students. They will be expected to:

- Uphold the highest standards of behaviour, especially through the use of respectful communication at all times.
- Maintain and promote the school's positive image in the community.
- On behalf of the current Year 6, present the school with a gift that can be used across the school in future years.

### **3.4 Agreement**

Elected captains agree to relinquish their position and badge if in breach of school rules, selection criteria or fail to carry out roles and duties.

N.B. The Principal in consultation with the School Executive team reserves the right to make the final decision in regards to the appointment of candidates and the relinquishing of duties.

### **3.5 School Leader's Pledge**

As a Year 6 Leader at St Michael's Primary I ask God to let me always exhibit the loving service of others just as Christ taught us.

## 4. Conclusion

Students Leaders at St Michael's Primary are our student role models. We acknowledge the gifts and talents which they bring to our community. They work hard and are successful in making our school a welcoming, friendly, just and inclusive community in which all students feel safe and happy to learn and play. They are the decision makers of the future and we hope that through our Student Leadership Policy, which focuses on the example of St Michael through our school mission, they will develop skills and attitudes to assist them to become good citizens prepared to make a difference.

The roles and responsibilities of the Student Leadership positions will be reviewed annually by the staff.

Policy formed October 2017.

## Marking rubric for Student Leader selection

	<b>Outstanding</b>	<b>High</b>	<b>Sound</b>	<b>Basic</b>	<b>Limited</b>
<b>Aspect 1.</b> <b>List ways that you have shown initiative in general school situations through this year</b>	Is able to list 5 examples of initiative. At least 3 of these ideas have had a positive impact on the school.	Is able to list 4 examples of initiative. At least 2 of these ideas have had a positive impact on the school.	Is able to list 3 examples of initiative. At least 1 of these ideas have had a positive impact on the school.	Is able to list 2 examples of initiative. At least 1 of these ideas have had a positive impact on the school.	Is able to list 1 example of initiative.
<b>Aspect 2.</b> <b>Picture the school at the end of next year.</b> <b>How will you have impacted positively on the St Michael's community</b>	Can outline 3 clear and achievable ideas. Can elaborate on how their vision can be implemented.	Can outline 2 clear and achievable ideas. Can elaborate on how their vision can be implemented.	Can outline 2 clear and achievable ideas. Does not clearly elaborate on the implementation of their vision.	Can outline 1 clear and achievable idea. Does not clearly elaborate on the implementation of their vision.	Cannot outline a clear, achievable idea.
<b>Aspect 3.</b> <b>Give one example of how you have been a positive role model in the school community during this year</b>	Anecdote shows that the candidate has demonstrated a high degree of awareness of school values independently.	Anecdote shows that the candidate has demonstrated a moderately high degree of awareness of school values independently.	Anecdote shows that the candidate has demonstrated a sound degree of awareness of school values independently.	Anecdote shows that the candidate has demonstrated a low degree of awareness of school values independently.	Anecdote shows that the candidate has not demonstrated a high degree of awareness of school values independently.

### Checklist/ rubric used Selection Committee

Indicate with a tick what level you think the student achieved in the following criteria:

Student name: \_\_\_\_\_

Criteria	High	Sound	Low
Spoke confidently at all times.			
Demonstrated respect to others at all times.			
Showed a willingness to lead others in implementing ideas.			
Demonstrated appropriate listening skills.			
Eye contact			
Articulate			
Confident			
Deep thinking/Initiative			
On topic			
Examples to support their presentation.			
<b>Extra comments</b>			



# SCHOOL LEADER CONTRACT

As a **Student Leader** at St Michael's Primary I agree that I will:

- Develop a sense of belonging, responsibility and partnership by including others and following the example of Jesus.
- Demonstrate respect for each person and the environment.
- Strive for unity through co-operation with all staff and students.
- Aim high in all that I do by being an exemplary role model.

I have read the Role Description and Essential Criteria and agree to follow these.

I understand that as a Student Leader I am a student role model and I must work towards making our school a welcoming, friendly, just and inclusive community in which all students feel safe and happy to learn and play.

I understand that I may be asked to relinquish my position and badge if I am in breach of the school rules, or fail to carry out the roles and duties for which I have been elected.

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

Student Signature: \_\_\_\_\_

I support my child's acceptance of the position of School Captain at St Michael's Primary.

Parent Signature: \_\_\_\_\_

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