ST ROSE CATHOLIC PRIMARY SCHOOL
COLLAROY PLATEAU

STUDENT LEADERSHIP

POLICY

Updated August 2014

ROLE OF SCHOOL STUDENT LEADERS: Years 5 and 6
All students in Year 5 and 6 are the school’s senior leaders. However the following outlines the process for electing team leaders and their roles and responsibilities.

**Outcomes:**
Students, parents and staff understand the roles and responsibilities of the School’s team leaders.
Students, parents and staff are aware of the process of electing student leaders.

1. **Introduction**
Students who aspire to, and accept the role of School, Vice-Captain, House, Mission, Environment, Music, Welcoming, Communications and Student Representative Team Leaders must have a clear understanding of their role and the responsibilities associated with the role.

The St Rose School leadership program exists to:

- Encourage commitment, service and leadership by example
- Reach out to others, within school, the parish and broader community
- Provide leadership training so that the potential of each student is achieved
- Create a Catholic learning community which nurtures and inspires others

In general the Team Leaders have displayed some of the following attributes:

- Demonstrates empathy for others and has a strong moral conscience
- Enjoys school service and shows initiative
- Relates well to other students
- Is responsible, organised and reliable

2. **General Responsibilities**
The St Rose Catholic Primary Student Leaders’ Code outlines the responsibilities pertaining to all roles. The responsibilities are:

- To follow the School’s *Rose* Rules.
- To be an excellent role model for all students.
- To show respect to all members of the school community.
- To wear the school uniform properly to school and school functions.
- To assist students, staff and parents through the diligent and courteous performance of duties associated with the role.

Students must clearly understand these responsibilities and be prepared to sign the School Leaders Code of Behaviour verifying their commitment. Students must
understand that persistent breaches or a serious breach of this Code may result in the loss of office.

3. Role Statements

School Captain Team Leaders
- Represent the school at official functions within and outside the school.
- Prepare and present speeches at school functions and assemblies.
- Lead fortnightly school assemblies.
- Present awards/gifts at special occasions within and outside the school.
- Welcome official visitors and escort visitors around the school.

School Vice-Captain Team Leaders
- Deputise for School Captains when they are not available.
- Lead fortnightly school assemblies.
- Welcome official visitors and escort visitors around the school.

Mission Team Leader
- Assist with planning, preparing and implementing school liturgies and prayer assemblies
- Organise activities that help the school community to learn more about injustice in the world
- Inspire in the students an attitude of concern for those in need and a desire to make a positive difference in the world
- Encourage support for social justice projects and fundraising activities and assist in planning and implementing events.
- Distribute resources and/or set up equipment for prayer assemblies and liturgical celebrations
- Attend Diocesan Mission Mass and other mission focused initiatives in the Diocese
- Lead the Mini-Vinnies program

Environment Team Leader
- Organise and run the weekly Garden Club
- Meet to plan and lead garden /environment initiatives
- Organises the Green Station (garden maintenance program)

House Team Leaders
- Assist staff conduct house meetings.
- Organise house cheer squads.
- Organise and lead house activities during sports carnivals.
- Take out sports equipment and chess pieces each lunchtime

**Music Team Leader**
- Organise music for assemblies and school events
- Assist with the organisation of music events.

**Student Representative Council Team Leaders**
- Organise and conduct the council meetings.
- Follow-up the action plan from the meeting.

**Communications Team Leader**
- Liaises with the school principal and administration staff
- Co-ordinates the publishing of stories and events at the school, including invitations and promoting school activities via posters
- Co- Work with the ICLT teacher
- Lead the IT committee to ensure hardware is maintained and for class and teacher use

**Library Leader**
- Liaises with the Teacher-Librarian
- Co-ordinates the library committee
- Assist in the co-ordination of Book Week
- Co-ordinate and lead book circles, small group games and activities in the Library Lunch Club
- Collect Library books from classes and shelve
- Inspire in others a love of literature

**Senior Leaders (All Year 6)**
- Run morning and afternoon assemblies
- Assist with setting up and packing up school events
- Participate in the Buddy and Peer support program

**Support**
The following staff will assist each team to fulfil their roles. The supervising teacher and students meet at least once per term.

<table>
<thead>
<tr>
<th>Staff</th>
<th>School Leadership Team</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Captains</td>
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<tr>
<td>Assistant Principal</td>
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<tr>
<td>Year 6 Teacher</td>
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<tr>
<td>Religious Education Co-ordinator</td>
<td>Mission Team</td>
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<td>Social Justice Co-ordinator</td>
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<td>Sports Co-ordinators</td>
<td>House Team Leaders</td>
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<td>PE Teacher</td>
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<td>Garden Club Teacher</td>
<td>Environment Team</td>
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<td>Band Masters</td>
<td>Music Team</td>
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<td>Music Teacher/Year 5 teacher</td>
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<td>Choir Teacher</td>
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<td>PBL Team Leader</td>
<td>Student Representative Council</td>
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<td>Principal</td>
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<td>ICLT Teacher</td>
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<tr>
<td>Librarian</td>
<td>Library Leader</td>
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<tr>
<td>Year 6 Teacher</td>
<td>Senior Leadership Team</td>
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*Commemorative Ceremony*
St Rose Catholic Primary School

SCHOOL LEADERS’ CODE OF BEHAVIOUR

As a school leader, I will:

· Follow the St Rose Code of Behaviour, the School’s Rose Rules and behave in a responsible manner at all times.

· Be an excellent role model for all students.

· Show respect to all members of the school community.

· Wear my school uniform properly to school and school functions.

· Assist students, staff and parents through the diligent performance of my duties.

· Fulfil my obligations as _______________ in a responsible and courteous manner.

I agree to abide by the School Leaders’ Code of Behaviour. I understand that persistent breaches, or a serious breach of this Code may result in the loss of my office.

____________________________________  ______________________________________
Student                                             Principal

____________________________________  ______________________________________
Parent                                               Date

(2 copies; one to be glued into diary and one kept by the principal)
ELECTION OF SCHOOL STUDENT TEAM LEADERS: Year 5 and 6

All leaders will be elected at the end of each year in readiness for the following school year. Elected students will hold office for one school year.

Outcomes:
· The election of students able to fulfil the duties and responsibilities of the School Student leaders.
· The election process is highly visible, easily communicated and understood.

CAPTAINS AND VICE-CAPTAINS

Outcome: One boy and one girl will be elected as School Captains for the following year. One boy and one girl will be elected as School Vice-Captains for the following year.

Electorate: Year 3-6 students and staff

Returning Officers: The Principal and the Assistant Principal

Nomination: All Year 5 students. Nominations are called for in Week 6 (Term 4). All of Year 5 completes the Leadership Profile form. (See Appendix One)

Speeches: The two minutes speeches, prepared at school, are given during Week 7 (Term 4) by all Year 5 students.

Voting: The voting will occur immediately after the speeches. Each person will vote for one boy and one girl and place their vote into the Secret ballot.

Selection: The four boys and four girls, with the highest number of votes, will be invited to be interviewed by the Principal and Assistant Principal. Following the interview a Captain and Vice-Captain will be selected.

Results: Announced at the end of year assembly in Term 4.
A Presentation Ceremony, where the leadership group is commissioned, will be held early in Term 1 of the following year.
Election Process for School Captains and Vice-Captains

Week 6 (Term 4)
Nominations called for from all Year 5 students via the Leadership Profile form. ‘Ballot papers’ are prepared for the IWB. Order on ‘ballot paper’ determined by order names are drawn ‘out of a hat’ in front of Year 5.

Week 7 (Term 4)

Election Day Girls and Boys
- Speeches are presented
- Back to home class to vote
- Students asked to elect one girl’s name and one boy’s name on the ‘ballot paper’.

Teachers tally votes on class summary sheet and forward summary together with ballot papers to Principal.

Election Day Staff
Staff complete their votes for two girls and two boys, on the student the ‘ballot paper,’ which is forwarded to the Principal. The Principal and Assistant Principal complete the overall summary sheet and tally results.

WW1 100 Years Anniversary
RSL Anzac Village
MISSION TEAM LEADER
St. Rose has a strong commitment to discipleship and giving witness to the Word of God. One way to work towards this is through service to others.

*Outcome:* At least two students are elected into these leadership roles.
*Electorate:* Students in Years 3 to 6
*Voting method:* The Principal and Assistant Principal align the students’ leadership qualities and the role responsibilities.

HOUSE TEAM LEADERS
The St. Rose has a proud tradition of nurturing strong athletic abilities and students are renowned for their attitude to fair play and acknowledgment of success of others.

*Outcome:* Preferably, at least one girl and one boy are to be elected as leader per house.
*Electorate:* Students in Years 3 to 6
*Voting:* The Principal and Assistant Principal align the students’ leadership qualities and the role responsibilities.

ENVIRONMENT TEAM LEADERS
St. Rose has a strong commitment towards stewardship of the earth and sustainability. This is evident in all aspects of school life.

*Outcome:* At least two students are elected to lead each of these teams.
*Electorate:* Students in Years 3 to 6
*Voting method:* The Principal and Assistant Principal align the students’ leadership qualities and the role responsibilities.
STUDENT REPRESENTATIVE COUNCILLORS

Student voice at St. Rose is an important feature of the school’s shared leadership model. Students have ownership of school life and their opinions and ideas are valued and actioned.

Outcome: At least two Year 6 students are elected to lead the team. In addition two students from each class are elected, for a semester, as their class representative on the St Rose Student Representative Council.

Voting method: Electorate: Students in Years 3 to 6
Voting method: For the Year 6 leaders the Principal and Assistant Principal align the students’ leadership qualities and the role responsibilities.

MUSIC TEAM LEADERS

The St. Rose acknowledges the various talents of the students. The bands continue to growth in numbers and musical ability.

Outcome: At least two students are elected to lead this team.
Electorate: Students in Years 3 to 6
Voting method: The Principal and Assistant Principal align the students’ leadership qualities and the role responsibilities.
COMMUNICATIONS TEAM LEADER
The St. Rose community values open and clear communications, ensuring that special events and the story of the school is captured and shared.

*Outcome:* At least one Year 6 student is elected to lead the team. In addition, these students work with the Year 5 communications team.

*Voting method: Electorate:* Students in Years 3 to 6

*Voting method:* For the Year 6 leaders, the Principal and Assistant Principal align the students' leadership qualities and the role responsibilities.

LIBRARY TEAM LEADERS
The library is an integral hub for the school. It provides innovative and creative experiences in the pursuit of a love of literature.

*Outcome:* At least one Year 6 student is elected to lead the library team. In addition, these students work with the Year 5 library team.

*Voting method: Electorate:* Students in Years 3 to 6

*Voting method:* For the Year 6 leaders, the Principal and Assistant Principal align the students' leadership qualities and the role responsibilities.

YEAR FIVE COMMITTEES
Year 5 students choose a committee to be on – Technology, Library, Garden, Music, Welcoming, Hospitality or Liturgy. When these students are at the end of Year 4 they prepare a speech nominating 2 committees as their preferred choice. The principal and class teacher decide on the most appropriate committee for the student to participate in.

**LEADERSHIP TEAMS ROLE RESPONSIBILITIES: YEAR FIVE**

*Library Committee*
- Collect library books from classes and shelve
- Work with Teacher- Librarian

*IT Committee*
- Responsible for caretaking IT hardware in each room and IT room
- Ensuring IT room is tidy and Laptops returned at the end of the day and charged.
- Work with ICLT Key Reference Teacher

*Garden Committee*
- Work on the Garden Club
- Maintain fruit bins
- Work with the Environment leadership team on school environment initiatives
- Work with the Garden Teacher

*Music Committee*
- Assist the Music Captains with Music and Band school initiatives
- Assist the Band Master and Music teacher
- Ensure the music equipment and area is tidy each week

*Liturgy Committee*
- Assist the REC with whole school liturgies and Masses
- Paper Recycling
- Helping to raise awareness and funds for Social Justice Initiatives.

*Hospitality Committee*
- Assist with the catering for whole school functions eg Grandparents Day
- Organise and pack-away items used during functions
- Assist the Canteen manager
**Welcoming Committee**
- Welcome new comers to the school
- Assist the Year 6 teacher with Open Day

**Communications Committee**
- Record the history of school events through photographs and videos

**BUDDY and PEER SUPPORT PROGRAMS**
As part of the Leadership Program the senior students participate in the Buddy Program, in which Year 6 students act as role models for all the St Rose children. In addition the senior students are paired with a kindergarten child to assist these students achieve a smooth transition into school.

The Peer Support Program is led by the Stage 3 students, after completing a two-day training program. Often Year 5 students may be called upon to assist with Year 6 Leadership responsibilities.
SHARED STUDENT LEADERSHIP K- 4
STUDENT REPRESENTATIVE COUNCILLORS

The St Rose Catholic Primary School Student Council exists to:

- Advise the Principal on Student concerns.
- Suggest ways to improve the School.
- Conduct community service projects within the School, in conjunction with the Mission Team
- Provide leadership training.
- Encourage commitment, service and leadership by example.

Eight Councils, two each term, will be convened in a year with the Council being chaired by the SRC Team Leaders. The SRC team feedback to the students during the Rosebunch meetings, which are held twice per term. Once a student has served on the Council, he/she will not be eligible for election to a SRC until the year following.

Attributes of a School Councillor

- Follows school and class rules
- Displays active listening
- Shows Initiative
- Enjoys contributing to discussions
- Enjoys school service
- Relates well to other students
- Demonstrates responsibility and reliability

*Outcome:* Two students from each class will be elected as class representatives on the St Rose Student Representative Council each semester. Kindergarten classes are the exception.

*Voting method:* This will be decided by the class teacher.
Leadership Profile

Name: 

Date: 

1. List the qualities that you believe are important for leaders to have.

________________________________________

________________________________________

________________________________________

2. Are you always neat and tidy and wear the correct uniform?

☐ YES ☐ NO

Why is this important?

_________________________________________________________

_________________________________________________________

3. Are you responsible?

☐ YES ☐ NO

Try to think of an example which shows this:

_________________________________________________________

_________________________________________________________

Are you willing to commit to the role of a stage 3 leader for the whole year?

☐ YES ☐ NO
4. Are you always on time for the start of the school day and in the right place at the right time?

[ ] YES  [ ] NO

Why would this be important?

_________________________________________________________

_________________________________________________________

5. Do you make good decisions?

[ ] YES  [ ] NO

How do you know?

_________________________________________________________

_________________________________________________________

Are you interested in applying for a year 6 leadership role?

[ ] YES  [ ] NO

Where do you see your skills best suited? (eg sports, music, school captain environment or mission leader) No Preference Order

1. ___________________Why? _______________________________

2. ___________________Why? _______________________________

3. ___________________Why? _______________________________

Thank you for your application!