



**ST ROSE CATHOLIC PRIMARY SCHOOL
COLLARROY PLATEAU**

**STUDENT LEADERSHIP
GUIDELINES**



ROLE OF SCHOOL STUDENT LEADERS AND TEAMS

Years 5 and 6

The following outlines the process for electing leaders and teams, and their roles and responsibilities.

Outcomes:

Students, parents and staff understand the roles and responsibilities.

Students, parents and staff are aware of the process for electing student leaders and teams.

1. Introduction

Students who aspire to, and accept the role of:

- School Leader
- Deputy Leader
- Mission Leader
- Colour House Leader
- Sustainability Leader
- Student Representative Leader
- Stewardship Leader

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 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 and Teams' Code outlines the responsibilities pertaining to all roles. The responsibilities are:

- To follow the School's *Rose Rules* through our *Core Values* of Respect, Compassion, Justice, and Service positive behaviours for learning.
- To be an excellent role model for all students.
- To show respect to all members of the school community.
- To wear the school uniform with pride to school and school functions.
- To assist students, staff, and parents through the diligent and courteous performance of duties associated with their role
- To assist with the Peer Support and Kindergarten Buddy programs.
- To support the Orientation and Playgroup programs for pre-school siblings and/or new enrolments.

Students must clearly understand these responsibilities and be prepared to sign the School Leaders and Teams' 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 Leaders *(Under the guidance of the Principal)*

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

Deputy School Leaders *(Under the guidance of the Principal)*

- Deputise for School Leaders when they are not available.
- Prepare and present speeches at school functions and assemblies.
- Lead morning and fortnightly merit school assemblies.
- Present awards/gifts at special occasions within and outside the school.
- Welcome official visitors and escort visitors around the school.



Mission Leaders *(Under the guidance of the Religious Education Coordinator REC)*

- 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.
- Lead the Mini-Vinnies program and encourage support for social justice projects and fundraising activities and assist in planning and implementing events.
- Announce Masses and liturgies for the week at Wednesday morning assemblies.
- Put up and take down the Australian Flag each day.
- Distribute resources and/or set up equipment for prayer assemblies and liturgical celebrations.
- Set-up the prayer space for fortnightly merit assemblies.
- Attend Diocesan Mission Mass and other mission focused initiatives in the Diocese.

Colour House Leaders *(Under the guidance of the Sports Specialist teacher)*

- Assist staff conduct Colour House meetings.
- Organise Colour House cheer squads.
- Organise and lead Colour House activities during sports carnivals.
- Take out sports equipment and chess pieces each lunchtime.
- Collect Colour House points weekly, share winner at fortnightly merit assemblies.
- Organise the reward each term, for the winning Colour House team points score.

Student Representative Council Leaders *(Under the guidance of the Wellbeing Coordinator)*

- Organise and conduct the SRC council meetings.
- Organise and conduct whole school Rose Bunch meetings wk9 of each term.
- Follow-up the action plan from the meeting.
- Assist in distribution of lunch orders.
- Play the National Anthem at Monday morning assemblies.



Sustainability Leaders *(Under the guidance of the Environmental Coordinator)*

- Organise and run the weekly Garden Club.
- Meet to plan and lead garden /environment initiatives.
- Collect recycling Tuesdays and Thursdays from admin area.
- Assist with the Compost Bin collections.

Stewardship Leader *(Under the guidance of the Teacher Librarian and ICLT coordinator)*

- Collection, shelving and organisation of books.
- Distribute Scholastic's orders when required.
- Assist in the co-ordination of Book Week.
- Co-ordinate activities in the Library and Lunch Clubs.
- Inspire in others a love of literature.
- Co-ordinates the publishing of invitations and promoting school activities.
- Support Year 5 team (tech) when required with Masses and liturgies each week.
- Ensures hardware is maintained and for class and teacher use.
- Takes photographs and clips of school events.
- Organise music for assemblies and school events.
- Assist with the organisation of music events.

Senior Leaders (All Year 6)

- Assist with setting up and packing up school events.
- Participate and lead the Buddy and Peer support programs.

Support

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



<i>Staff</i>	<i>Senior (Year 6) Leaders</i>	<i>Year 5 Teams</i>
Principal Assistant Principal	School and Deputy	
Religious Education Co-ordinator	Mission	Mission
Well-being Coordinator	Student Representative Council	Student Representative Council
Sports Specialist Teacher	Colour House	
Environmental Coordinator Garden Club Teacher	Sustainability	Sustainability
Teacher Librarian ICLT coordinators Admin	Stewardship	Stewardship



As a school leader or team member, I will:

- Follow the St Rose Code of Behaviour, embedding the positive behaviours through our *Core Values* and *our Rose Rules*.
- Always behave in a responsible manner.
- Be an excellent role model for all students.
- Show respect to all members of the school community.
- Wear my school uniform with pride to school and school functions.
- Assist students, staff and parents through the diligent performance of my duties.
- Fulfill my obligations as _____ in a responsible and courteous manner.

I agree to abide by the School Leaders and Teams' 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)

YEAR SIX PLEDGE

We, the leaders of St Rose, commit ourselves to the service of our school community as we endeavour to live our school motto, Constant and True.

As followers of Jesus, we will do our best to be excellent role models, striving to fulfil our leadership responsibilities with humility, compassionate hearts and generosity of spirit.

We promise to continue to respect others, self and the environment by modelling the St Rose School rules and helping those in need.

We will work together as leaders to make our school a safe and happy place that lives out Jesus' teaching of servant leadership.

We pray for wisdom, courage and compassion as we journey through our last years of primary school together.

ELECTION OF SCHOOL STUDENT LEADERS AND TEAMS:

Year 5 and 6



All leaders and team membership 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 and teams.
- The election process is highly visible, easily communicated and understood.

SCHOOL AND DEPUTY LEADERS

Outcome: One boy and one girl will be elected as School Leader for the following year. One boy and one girl will be elected as School Deputy Leader for the following year.

Electorate: Year 3-6 students and staff

Returning Officers: The Principal and the Assistant Principal

Nomination: All Year 5 students electing. Nominations are called for in T4 Week 4. All Year 5 student complete the Leadership Form.

Speeches: The two minutes speeches, prepared at school, are given during T4 Week 5 by all Year 5 students to their class peers, class teacher and Principal. Students nominating the School and/or Deputy Leader roles, will then present the same speech to Years 3-6 students.

Selection: The votes will be accumulated by the Principal, Assistant Principal and Year 5 teacher and the highest number of votes will decide the roles.

Voting: The voting will occur immediately after the speeches. Each person will vote for one boy and one girl and place their vote via a secret ballot. The boy and girl who receive the most votes will be School Leaders, with the boy and girl who receive the second highest votes being Deputy School Leaders.

After the results determine the 4 leaders all other students in Year 5 are assigned a leadership position for one of the other leadership positions, considering the Leadership Profile completed. These appointments are made by the staff.

Results: Announced at the end of year assembly in Term 4.



A ceremony, where the leadership group is commissioned, is held early in Term 1 of the following year.

Timeline: Election Process for School and Deputy Leaders

T4 Week 4

Nominations called for from all Year 5 students via the Leadership Profile form.

T4 Week 5

Part 1 – All Year 5 Leadership Speeches presented

- Speeches are presented to Year 5, the Principal and Year 5 teacher.

T4 Week 5

Part 2 - Election Day Girls and Boys

- Speeches are presented to Years 3 to 6 students and staff.
- Students asked to elect one girl's name and one boy's name on the 'secret ballot'.

Principal, Assistant Principal and Year 5 teacher tally votes.

Staff complete their votes for two girls and two boys, which is forwarded to the Principal.

The Principal and Assistant Principal complete the overall summary sheet and tally results.

The Senior students will be leaders of the following teams:

- Mission
- Student Representative Council
- Colour House
- Sustainability
- Stewardship

Selection method: The leaders will be allocated their position by staff based on the skills and leadership qualities the students have demonstrated.

YEAR FIVE LEADERSHIP TEAMS



Year 5 students will opt for two teams to be part of from the following:

- Mission
- Sustainability
- Student Representative Council
- Stewardship

At the end of Year 4 students prepare and deliver a speech that highlights 3 leadership qualities that contribute to participating in a team. The Assistant Principal and class teacher decide on the most appropriate team for the student to participate in.

TEAM ROLE RESPONSIBILITIES: YEAR FIVE

Mission *(Under the guidance of the REC)*

- Assist with whole school liturgies and Masses
- Is a member of the Mini Vinnie Social Justice team and assists in social justice initiatives within the school

Sustainability *(Under the guidance of the Environmental Coordinator, Year 5 teacher and Garden Club teacher)*

- Assist with Recycling program when needed
- Work in the Garden Club
- Maintain fruit bins – class compost collection each day
- Assist the Sustainability Leaders with the school's sustainability initiatives

Student Representative Council *(Under the guidance of the Wellbeing coordinator)*

- Assist the Student Representative Council Leaders with council
- Rose Bunch meetings
- Assist with Music and special events and organisation of set up and pack up.

Stewardship *(Under the guidance of the Teacher Librarian and ICLT coordinator)*

- Shelve books
- Assist with Library and Games Club
- Assist with Book Week activities
- Responsible for caretaking IT hardware in each room
- Conduct a regular IT stock take
- Assist with class Masses and liturgies each week.



General Leadership (All Year 5)

- Replace the ice packs daily with new ones into the esky in undercroft
- Return used icepacks to the sick bay (place in sink)
- Collect the school mail daily (collect key from admin)
- Check Lost property daily and return named items

BUDDY and PEER SUPPORT PROGRAMS

As part of the Leadership Program the senior students participate in the Buddy Program, in which Years 5 & 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. Year 5 students also assist in the organisation of the 'Playgroup' and other pre-school groups.

The Peer Support Program is led by the Stage 3 students, after completing a two-day training program.

SHARED STUDENT LEADERSHIP (K- Y4)

STUDENT REPRESENTATIVE COUNCILLORS

The St Rose Catholic Primary School Student Council exists to:

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

At least eight Council meetings, one or 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 Rose Bunch meetings, which are held once per term. Once a student has served on the Council, they will not be eligible for election to the SRC until the following year.

Attributes of a School Representative 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.

Voting method: This will be decided by the class teacher and class.

MINI VINNIES SOCIAL JUSTICE TEAM

The St Rose Catholic Primary School Mini Vinnies Social Justice Team exists to:

- Empower students to become advocates within our school and local community by putting their values into action.
- Work collaboratively with the REC to discuss and raise awareness of social justice issues.
- Organise ways to help others in need within their own school community and beyond.
- Manage social justice initiatives and fundraising opportunities with the school community.

At least eight meetings, one or two each term, will be held in a year with the meetings being run by the REC, Mission Leaders and team. The meetings will have a Social Justice focus, with at least one social justice initiative occurring each term. Once a student has served as a Mini Vinnie, they will not be eligible for election as a Mini Vinnie until the following year.

Attributes of a Mini Vinnie Social Justice Member:

- Lives out their faith through their actions and words
- Follows school and class rules
- Displays a service towards others
- Displays active listening
- Shows Initiative
- Enjoys contributing to discussions
- 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 Mini Vinnies Social Justice Team each semester.

Voting method: This will be decided by the class teacher and class.