



CLIFTON PARK PRIMARY SCHOOL



STUDENT LEADERSHIP FRAMEWORK

Student Leadership Policy and Procedures

Endorsed by the School Council June, 2020 (Due for Review 2022)

RATIONALE

At Clifton Park Primary School, we acknowledge that leadership skills are developed in a variety of ways, in a variety of experiences. We aim to foster a leadership culture for all students, which culminates in their final year of Primary School education through the opportunity to perform formal leadership roles. However, we emphasize that leadership is demonstrated through the actions of people, and can be demonstrated without the need of a title or badge. It is for this reason that all students are provided with the opportunity to learn about leadership.

This policy aims to outline:

- How the school develops leadership skills in all students
- Benefits of student leadership
- The specific roles and responsibilities which are available and who they are available to
- The nomination and selection process for each of these roles

This policy has been endorsed by the School Council of Clifton Park PS and is due for review in 2022.

BENEFITS OF STUDENT LEADERSHIP

We value leadership opportunities as it provides students with valuable development. These include skills in:

- Speaking in public
- Speaking with a range of adults in the school and community
- Leading other students

They also gain recognition and status in their role as a leader, whilst developing confidence and resilience. We reserve particular traditions for our student leadership team, while ensuring they also have contemporary leadership opportunities across our community.

For our school, our leadership program provides us with an avenue for student voice across our school. Our leaders are a valuable and important part of our operations, supporting our school with engaging student activities and promoting our values within the school community.

LEADERSHIP FOR ALL STUDENTS

Leadership does not come naturally, but is developed through many activities and lessons we are involved in, not only at school, but in our everyday lives. The teaching, assessment and reporting of Personal and Social capability is a focus of all health programs within the Western Australian curriculum as defined by School Curriculum Standards Authority. Our school ensures that this is a focus of our educational program from Pre Primary to Year Six within context appropriate learning.



LEADERSHIP OPPORTUNITIES

At Clifton Park PS, we have balanced the need for a large range of leadership opportunities, with the understanding that it is not possible for every student to have a formal leadership position. Due to the changing numbers of students in our Year Six cohorts, the number of positions will be dependent on the number of students in the cohort. All positions are for the full Year 6 school year.

More than 20 students

- 3 School Captains
- 4 School Vice Captains
- 6 Faction Captains (2 per faction)

20 or less students

- 3 School Captains
- 2 School Vice Captains
- 3 Faction Captains (1 per faction)

School Captains (3 positions)

The School Captains represent the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They are responsible for supporting the school with special events (ANZAC ceremony, Awards Presentation etc.) and leading the student leadership group. The three positions can be any of the following combination:

- Two boys; one girl
- Two girls; one boy

School Vice-Captains (2 or 4 positions)

The School Vice-Captains assist the School Captains in leading the school. They share the responsibility of representing the school and the student body. They are recognised across the school, and as such, have greater accountability for all their actions. They support the school with special events and as part of the student leadership group. The positions can any of the following combination:

- Two boys; Two girls
- Three boys; One girl
- Three girls; One boy

In the event of 20 or less students, and therefore two positions, these positions will be one boy and one girl, however, if there are no male applicants or no female applicants, based on merit, two girls or two boys can be elected.

Faction Captains (1 or 2 positions per Faction)

The Faction Captains play a vital role in the organisation of our school. Without their commitment and cooperation, the physical education program and promotion of being active during recess and lunch breaks would not be as effective as it is. The duties are both during the school day as well as before school. The Faction Captains play a large role in the lead up to Faction Carnival in Term One, and are vital to the successful management of the day. The two positions in each Faction will be one boy and one girl, however, if there are no male applicants or no female applicants, based on merit, two girls or two boys can be elected.



PROCESS FOR FORMAL LEADERSHIP ROLES

Year 5 Leadership Day



Year 5 Parent Information Session



Nominations



Endorsement by panel



Speeches and Voting



Nominees advised of results and community announcement



Induction Ceremony



Leadership Role completed



Year 5 Leadership Day (Generally Term 1, however for 2021 this will be held in Term 3 of 2020)

In Term One of each year, the Year 5 cohort will participate in a Leadership Day where they explore leadership and are helped to understand the process for nominating for leadership positions, as well as they can contribute to the school in Year 6 without being a formal leader.

Year 5 Parent Information Session (Generally Term 1, however for 2021 this will be held in Term 3 of 2020)

Simultaneous with the Year 5 Leadership Day, parents of the cohort will be provided with information relating to the process for student leadership selection and how to best support their child along the way. This will be done through an information session, with supplementary information being sent home to families unable to attend.

Nominations (Completed by Term 4, Week 6)

Students wishing to nominate for formal Leadership Roles will need to complete a nomination form. This nomination will include questions relating to leadership and how the student feels they will be able to contribute to the school community. Also on this form is a preference slip for students who may be applying for multiple school leader positions so that in the event they are elected for two positions, the Principal will allocate roles based on these preferences.

Endorsement by Panel (Term 4, Week 6)

The nominations will be reviewed by a panel which is convened by the Principal. This panel will consist of the Principal, relevant classroom teachers (generally Year 5 and 6), as well as one specialist teacher. This panel will meet to endorse nominations on merit and against the pre-requisites for student leadership. Any student who is not endorsed at this panel will be invited to meet with their parents/caregivers and the Principal to discuss the reasons why, and have an opportunity to submit more information to the panel for consideration.

Students who are endorsed for nomination will be advised in writing along with provision of further information regarding their speech development. Their names will be presented on the Ballot slip for student voting.

At this time, nominations are sorted into School Captain/Vice Captain nominations, and Faction Captain nominations, as the election process for each is slightly different.

Speeches and Voting (Term 4, Week 7 and 8)

All students who have an endorsed nomination will present a speech to the Year 4-6 student cohort, in context to the position they are nominating for.



School Captains

- Students nominating for School Captain and Vice Captain present **one** speech as one process to Yr 3-6 student cohort.
- Preferential voting will take place amongst the Year 4-6 cohort of students
- All staff are invited to vote on a coloured piece of paper
- The students who are elected in the top three, will become School Captains

School Vice Captains

- Students nominating for School Captain and Vice Captain present **one** speech as one process to Yr 3-6 student cohort.
- Preferential voting will take place amongst the Year 4-6 cohort of students
- All staff are invited to vote on a coloured piece of paper
- The students who are elected in the top three, will become School Captains
- The following two or four (dependent on student cohort numbers) will become Vice Captains.

Faction Captains

- Students nominating for Faction Captain present a speech to their Faction Year 3-6.
- Preferential voting will take place by Yr 4-6 students
- Staff of that Faction are invited to vote
- The boy with the highest number of votes and the girl with the highest number of votes will be elected

In determining the results, the Principal will use the preferences outlined by the nominees in the event that one student has been elected into two roles.

Announcement of Results (Term 4, Week 9)

Students and their families will receive written correspondence from the school advising them whether they have been elected a student leader for their Year 6 school year. Students who are not successful will also receive written correspondence advising them of this outcome. Following this, announcements will be to the community with a brief profile of each student leader.

Induction Ceremony (Term 1, Week 2)

Early in Term One in the year of their service, the newly elected student leaders will be inducted to the school community and presented with their badges at a special assembly for this purpose. Leaders will read a pledge to their community, which is then signed by their parents and the Principal.



PROCEDURES FOR INABILITY TO PERFORM LEADERSHIP DUTIES SUCCESSFULLY

Unfortunately, there are times when students are not performing their leadership duties in an acceptable manner. In the first instance, the student leader is counselled by the Principal or Deputy Principal and made aware of the problem. Parent/ guardians are informed at this stage, and clear goals are put in place for improvement.

If problem persists, the Principal or Deputy Principal will meet with the student and parents/guardians to discuss concerns that exist. A final opportunity is provided to the student to meet the goals of the original concern.

If problems continue, the Principal or Deputy Principal will meet with student and parents/guardians and student may be stood down from the Student Leader position. It will be at the Principal's discretion whether the position is filled by another student, and how the selection of that leader will be completed.

SUPPORT FOR STUDENT LEADERS

The Student Leadership team in Year 6 meet regularly to discuss and organise activities, events and fundraising projects. These meetings are organised and run using a formal meeting format, with roles of Chair, Treasurer; Secretary, which are elected by the Student Leadership team.

These meetings are also an avenue for ongoing student mentoring and skill building activities as led by the supervising teacher and admin liaison.

Clifton Park Primary School are currently sourcing a Leadership Development program which will be run with our Year 5 cohort at their leadership day.

The leaders will be allocated a Student Leader Coach who will support them in their role across the school. This may or may not be their classroom teacher.



Timelines for 2021 Student Leadership Selection

Process	Week
Year 5 Leadership Day	Tm 3, Week 2 – Monday 27th July
Year 5 Parent Information Session	Tm 3, Week 2 – Monday 27th July
Nominations <ul style="list-style-type: none">• Students complete nomination form with preference slip	Tm 4, Week 5
Endorsement by panel	Tm 4, Week 6
Speeches and Voting <ul style="list-style-type: none">• School Captains/Vice Captains• Faction Captains	Tm 4, Week 7 - 8
Announcement of Results	Tm 4, Week 9
(Term 1 following year) Induction Ceremony	Term 1, 2021

