



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197
Phone 9772 4011 Fax 9776 0421
Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197
Principal: Carole Mayes
Website: <http://www.patterson-lakes-ps.vic.edu.au>

SENIOR STUDENT LEADERSHIP POLICY

RATIONALE

At PLPS senior student leadership focuses on the authentic development of student voice. Having effective senior student leaders supports the development of a positive school culture through role modelling the school values of Respect, Integrity and Excellence. Senior student leadership provides an opportunity for students to actively participate in the decision making processes.

AIM

- Develop student leadership capacity in a supportive school environment.
- Encourage student leaders to model responsible behaviours and support the development of a positive school climate.
- Increase 'school' voice i.e. student and staff, in relation to student leadership processes.
- Strengthen role clarity of student leadership responsibilities through democratic processes.

IMPLEMENTATION

- A democratic process will be followed throughout the elections; with Principal and staff discretion if required.
- Adherence to the school values throughout the students' schooling will be considered throughout the process.
- All positions have a probationary period of one term. If students have not upheld the school values during this period and/or their term of office, their position will be suspended or terminated without warning.
- Any queries or concerns about any student leadership process should be taken up with the Principal.
- Student leaders are expected to be a role model for other students and must demonstrate a range of behaviours as per the role description provided.
- The number of student leadership roles offered annually will be decided by the Principal and staff.
- Roles offered annually may include:
 - School Captains
 - House Captains
 - Junior School Council
 - Additional Student Leadership roles, e.g. Class Captains, Bike Shed Monitor, Radio Station, Office Monitors, Waste Warriors.
- Students must have attended Patterson Lakes Primary School for a minimum of six months in order to be eligible to undertake a School Captain, House Captain or Junior School Council (JSC) role.
- The Selection process for a Student Leadership role (which may include JSC, School Captains, House Captain, school initiatives) offered includes:
 - Nominations will be called for in November of the current year.
 - Candidates are required to submit a written application for shortlisting by Senior School teachers and/or Leadership. (See Appendix A)
 - Short listed candidates are encouraged to follow a criteria/presentation format provided by the Year 6 teachers (See Appendix B).
 - Candidates will write and present a speech/campaign to Year 4 and 5 students and respective teachers, representative of the School Council and/or school Leadership team.
 - After all speeches, Year 4 & 5 students will list their top votes (See Appendix C)
Note: The weighting of the voting system will be approximately 40% students and 60% staff.
 - A short list of applicants will be provided from Senior School staff to the Principal, to be interviewed for the school captain positions. Interview questions will be provided prior to the interview, to allow for adequate preparation.
 - After the interview process, the Principal, Year 6 Coordinator, School Council representative and/or staff representative will appoint positions as per job descriptions.
 - All applicants will be provided with a letter prior to the final assembly, outlining appreciation of participation in the interview process and official notification of outcome, i.e. success (See Appendix D) or non success (See Appendix E)

Last Updated: October 2017

- All successful candidates will be introduced at the final assembly of the school year in their official position.

School Captains

Tenure: 1 year

The school will:

- Provide a School Captain badge. Student will keep the badge at the end of their tenure.
- Provide the embroidery of 'School Captain' and 'Junior School Council' on their Year 6 jacket.
- Provide a polo top with 'School Captain' and 'Junior School Council' embroidered on front when carrying out specific duties ... e.g. school tours, Whole School Assemblies.

Responsibilities:

- The School Captain will be a member of the Junior School Council (JSC).
- The School Captain position involves being a voice for the students and a face for the school.
- Meetings each term with the Principal, held with different JSC leaders.
- Responsible for leading the Anzac Day and Remembrance Day ceremonies.
- Representing the student body at community events ... e.g. Junior Mayor, Anzac Day, etc.
- Running School Assemblies.
- Addressing whole school assemblies to promote the values of PLPS and other relevant matters.
- Assist the Principal in conducting school tours.
- Prepare a presentation for prospective School Captains in November to all Year 5 students, outlining Roles and Responsibilities that they have undertaken during their role.
- Attend required School Council meetings.

House Captains

Tenure: 1 year

The school will:

- Provide a House Captain badge. Student will keep the badge at the end of their tenure.
- Provide the embroidery of 'House Captain' on their Year 6 jacket.
- Provide a polo top with the name of the captain's house embroidered on the front.

Responsibilities:

- Meet with House Teacher re organising agenda for scheduled House Meetings.
- Run House Meetings: 3.00 – 3.25pm on selected Fridays.
- Oversee setting and packing up of equipment, as required for Interschool sports.
- Be responsible for assisting in House events - Athletics, Swimming, Patto's got Talent, X Factor, etc
- Take out and return House banners every Friday.
- Be responsible for the operation of the Sports 'Shed'/Store room.
- Be involved in lunchtime activities, as required.
- Prepare a presentation for prospective House Captains in November to all Year 5 students, outlining Roles and Responsibilities that they have undertaken during their role.
- Attend required School Council meetings.

Junior School Council

Tenure: 1 year

The school will:

- Provide a Junior School Council badge. Student will keep the badge at the end of their tenure.
- Provide the embroidery of 'Junior School Council' on their Year 6 jacket.
- Provide a polo top with 'Junior School Council' embroidered on front when carrying out specific duties ... e.g. school tours, assemblies.

Responsibilities:

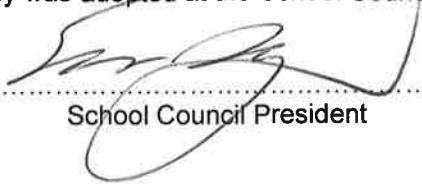
- Fulfil the requirements of designated roles, as per role description.
- Meet on a weekly basis with JSC teacher representative.
- Present reports to school assemblies as required.
- Conduct fundraising for worthy appeals ... e.g. free dress day for Anticancer Council, ANZAC appeal.
- Assist the Principal in conducting school tours.
- Prepare a presentation for prospective Junior School Council (JSC) members in November to all Year 5 students, outlining Roles and Responsibilities that they have undertaken during their role.
- Attend required School Council meetings.

EVALUATION

Guidelines are updated annually and/or as per DET recommendations.

CERTIFICATION

This policy was adopted at the School Council Meeting held at Patterson Lakes Primary School, November 2017.

Signed 
School Council President

Signed 
Principal



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APPENDIX A Senior School Student Leadership Position Written Application Proforma

In addition to this written application, the following information may be referred to: Student wellbeing and behavioural data, attendance records, past school reports, specialist reports and peer feedback.

***Please note: answers to these questions may be non-school related if appropriate.*

1. Provide detailed examples of when you have displayed our school values of Integrity, Respect and Excellence:

2. List any previous experience you have of being a leader:

3. Describe the individual qualities you possess that will assist you in undertaking a position of leadership:

4. Explain how you will make a difference to Patterson Lakes Primary School:



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APPENDIX B Criteria/presentation format

Dear Year 5 students and parents,

It is that time of year where elections for 20.... (following year) Year Six leadership roles are being conducted.

Students who wish to nominate for a leadership position will be asked to complete the Senior School Student Leadership Position Written Application Proforma. From these applications, students will be shortlisted by Senior school teachers and/or Leadership.

Final shortlisted applicants will be notified by ... (date) and will prepare a short speech to read in front of their Year 4 and 5 peers and Year 6 teachers on 'Up Day', Tuesday the ... (date) of December 20.... (current year).

Leaders will be elected based on the results of student and teacher votes. Specific leadership positions, such as Junior School Councillor or House Captain, will be allocated. Therefore students are asked to apply for a 'general leadership position' and not a specific role. Parents of applicants will be notified by letter regarding the outcome of the elections prior to the final school day of 20... (current year). Successful applicants will be announced, and awarded with their specific leadership position, at the school's final assembly on the last day of the school year.

If preparing a speech, students are asked to cover the following criteria:

- Speech to be between 1 and 2 minutes.
- Refer to specific highlights outlined in the Senior School Student Leadership Position Written Application.
- Discuss previous roles of responsibility you have held e.g. Class Captain, classroom monitor, captain of a sports team etc.
- Give examples of how you demonstrate the school values of Integrity, Respect and Excellence in your daily life. Include qualities you possess that would make you a successful leader at Patterson Lakes Primary School.
- Make your speech entertaining by including humour, a jingle, a sign or poster, or anything else that makes your speech memorable (we ask that no food be given out by candidates for safety reasons). Unfortunately ICT facilities, such as screens and projectors will not be available.

We look forward to seeing some fabulous speeches from our future leaders!

Kind Regards,
Year 6 Teachers



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APPENDIX C Student Voting Form

Preference	Student Name	House Name
1		Gladesville/ Thompson/ Wells/ McLeod
2		Gladesville/ Thompson/ Wells/ McLeod
3		Gladesville/ Thompson/ Wells/ McLeod
4		Gladesville/ Thompson/ Wells/ McLeod
5		Gladesville/ Thompson/ Wells/ McLeod
6		Gladesville/ Thompson/ Wells/ McLeod
7		Gladesville/ Thompson/ Wells/ McLeod
8		Gladesville/ Thompson/ Wells/ McLeod
9		Gladesville/ Thompson/ Wells/ McLeod
10		Gladesville/ Thompson/ Wells/ McLeod



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APPENDIX D Successful Applicant

Dear

Patterson Lakes Primary School recently held elections for Year Six leadership positions for next year. We would like to thank for participating in the election process.

We wish to congratulate on being successful in his/her application. The specific leadership position awarded to your child will be announced at the final assembly. Parents are welcome to attend.

Kind Regards,

Carole Mayes
Principal



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APPENDIX E Unsuccessful Applicant

Dear

Patterson Lakes Primary School recently held elections for Year Six leadership positions for next year. We would like to thank for participating in the election process.

Unfortunately was unsuccessful in his/her application. We encourage to apply for any future positions offered to him/her. The successful candidates for this election will be announced at the final assembly.

Kind Regards,

Carole Mayes
Principal