



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Jarrod Bainbridge

Website: <http://www.patterson-lakes-ps.vic.edu.au>

SENIOR STUDENT LEADERSHIP POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school.

PURPOSE

At Patterson Lakes Primary School 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 decision-making processes.

SCOPE

- 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.

POLICY

- 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
 - Junior School Councillors
 - House Captains
 - Wellbeing Leaders
 - Environment Leaders
 - Additional Student Leadership roles, e.g. Class Captains, Bike Shed Monitors, Office Monitors, Waste Warriors, Wellbeing leaders.
- Students must have attended Patterson Lakes Primary School for a minimum of six months in order to be eligible to undertake a School Captain, Junior School Council (JSC), House Captain or Environment Leader role.
- The selection process for a Student Leadership role (which may include School Captains, JSC, House Captain, Wellbeing Leader, Environment Leader, and leaders for other school initiatives) 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 5 or 6 teachers (See Appendix B).
 - Candidates will write and present a speech/campaign to Year 4 and 5 students and respective teachers, representatives of the School Council and/or school Leadership team.
 - After all speeches have been presented, Year 4 and 5 students will list their top choices by means of voting (See Appendix C)

- 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 Team and/or relevant staff will appoint positions as per job descriptions.
- All successful candidates will be introduced at the final assembly of the school year in their official position. All Year 5 parents will be invited to attend this final assembly.

School Captains

Tenure: 1 year

The school will:

- Provide a School Captain badge. Students will keep the badge at the end of their tenure.

Responsibilities:

- The School Captain will be a member of the Junior School Council (JSC), a House Captain or an Environment Leader.
- 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 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.
- Graduation speech
- Attend required School Council meetings.

Junior School Council

Tenure: 1 year

The school will:

- Provide a Junior School Council badge. Students will keep the badge at the end of their tenure.

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.
- 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.

House Captains

Tenure: 1 year

The school will:

- Provide a House Captain badge. Students will keep the badge at the end of their tenure.

Responsibilities:

- Meet with House Teacher re organising agenda for scheduled House Meetings.
- Run House Meetings: Selected Fridays.
- Oversee setting and packing up of equipment, as required for Interschool sports.
- Be responsible for assisting in House events - Athletics, Swimming.
- Take out and return House banners every Friday.
- Be responsible for the operation of the Sports 'Shed'/Storeroom.
- 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 as needed.

Wellbeing Leaders

Tenure: 1 year

The school will:

- Recognise and celebrate students demonstrating expected behaviours at school assemblies.
- Present information about upcoming whole-school wellbeing events, e.g. National Day of Action Against Bullying and Violence (No Way Bullying Day).

Last Updated: July 2026

- Act as positive role models for junior students during recess and lunch.
- Initiate and support lunchtime clubs for students during recess and lunch.
- Meet weekly with the Wellbeing Leader or Mental Health and Wellbeing Leader to provide student voice and feedback on School-Wide Positive Behaviour initiatives.

Environment Leaders

Tenure: 1 year

The school will:

- Provide an Environment Leader badge. Student will keep the badge at the end of their tenure.
- Attend meetings organised by the staff Environment Coordinator.
- Attend 'Environment' activities organised by the school.
- Complete follow up activities at school, e.g. peer teaching.
- Present information and reports to the school community at assemblies.
- Prepare a presentation for prospective Environment Leaders in November to all Year 5 students, outlining roles and responsibilities that they have undertaken during their role.
- Attend required School Council meetings.

Other leadership positions may be required as the changing needs of the staff, students and wider community emerge. These will be outlined in consultation with the aforementioned stakeholders, and then documented and outlined in future iterations of this policy document.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2026
Consultation	School Leadership, Year 5/6 Staff, Environment Coordinator
Approved by	- Principal
Next scheduled review date	July 2028



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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 student 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. 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. Parents of all Year 5 students will be invited to attend the final assembly.

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, waste warrior, 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 5 and 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