



STUDENT VOICE AND LEADERSHIP GUIDELINES

Date of Development: 2 March, 2022

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Associated Department of Education Policies, Procedures and Guidelines:

Student Wellbeing- student voice and leadership planning resource.

<https://education.nsw.gov.au/student-wellbeing/student-voices/student-voice-and-leadership/planning-resources-for-schools>

Audience and applicability: Teachers, Students and Parents.

Monitoring and Review: The guidelines will be reviewed on 2 March 2023.

Location: The most current version of the Communication Procedures and Guidelines are kept on the school's T Drive, CPPS Procedures, guidelines, reports and plans/Student Voice and Leadership.

PURPOSE

The Croydon Park Public School Student Voice and Leadership Guidelines have been developed in accordance with the Department of Education's *Student Wellbeing-Student Voice and Leadership Planning Resource* to assist staff, students and parents at Croydon Park Public School to understand the school's processes and procedures to promote and strengthen student voice and leadership.

OUR COMMITMENT

Croydon Park Public School has an unrelenting focus on supporting the development and growth of the cognitive, emotional, social, physical and spiritual wellbeing of all students.

The school recognises the critical role that student voice and leadership play in the learning process and the key role which the school plays in positively influencing student voice and leadership and actively invests in ensuring that student voice and leadership shape the school's professional practices.

We believe that teaching children to express their voice in a responsible manner is a shared responsibility between students, staff, parents and the wider community.

OUR RESPONSIBILITY

We will ensure that the following procedures are monitored, reviewed and communicated to our students, staff and parents at least on an annual basis.

RATIONALE

“Student voice is defined as students actively participating in decision-making on things which shape their educational experiences. It is an approach to education that values the perspectives, experiences and aspirations of students across three settings; the classroom, the school and in the wider community.” <https://education.nsw.gov.au/student-wellbeing/student-voices/student-voice-and-leadership>

Leadership is an important area of student learning. We believe that all students have the capacity to develop and exercise leadership, whether or not in formal positions.

Equally we believe that it is as important for students to understand that sometimes or in some contexts they will be leaders and in other contexts, they will be team members. Both the responsibilities of leadership and of being a team member (or group member, or community member or citizen) are essential.

Leadership defined more broadly is not a responsibility confined to the ‘badge wearers’ and is shared by all students and staff. *‘Any step we take that makes the world in which we live a better place’* is the paramount example for our leaders of tomorrow. Student leadership is defined as a set of values, skills and behaviours which encourage the participation of others for the greater good.

At Croydon Park Public School, a whole school approach to promote student voice and leadership nurtures individual leadership skills and confidence, builds positive and respectful relationships and strengthens an inclusive environment. As well as improving the wellbeing of individual students, encouraging student voice has the potential to deliver benefits across classrooms, the school and the broader community.

At Croydon Park Public School, student leadership and student voice aim to:

- Develop communication, collaboration, leadership and negotiation skills;
- Promote connectedness, active citizenship and choice;
- Increase student decision-making about how they learn and the environment in which they learn.
- Encourage learning amongst all students about the characteristics and behaviours of successful leaders, as well as developing an understanding of the role of team members and community members and the contextual nature of leadership;
- Provide opportunities for better understanding the values, and practising the skills and behaviours required for leadership;
- Broaden the base of student leadership by providing opportunities for all students to develop and demonstrate leadership values, skills and behaviours in a variety of contexts;
- Acknowledge and recognise those students who accept the challenge to fulfil the criteria for specific student leadership roles;
- Encourage a more collective view of leadership and leadership development and of sharing the role of “leader”;
- Promote a culture of active team membership and good citizenship.

Student Leadership Structure

The student leadership structure consists of a student leadership team, known as the Student Leadership Team (SLT) and the Student Representative Council (SRC).

The Student Leadership Teams consist of captains, vice captains, house captains, vice house captains and peer support ambassadors.

The Student Representative Council consists of two representatives per class from grades 2-6.

Student Leadership Team and Student Representative Council Expectations

All student leaders are expected to:

- Be outstanding role models and ambassadors of Croydon Park Public School at all times, including offsite activities and out of school hours;
- Maintain exemplary standards of work and behaviour in class and school activities;
- Maintain an acceptable standard of dress in accordance with our school's uniform policy;
- Demonstrate the ability to speak confidently and spontaneously in public;
- Demonstrate good sportsmanship and a sense of school pride;
- Be respectful, safe learners who take responsibility for their own behaviour.

The Student Leadership Team will be established each year through elections and will consist of the following student leadership positions:

Captains, Vice Captains and Prefects

- 2 School Captains (one male and one female)
- 2 Vice Captains (one male and one female)
- 4 Prefects (two male and two female)

Captains', Vice Captains' and Prefects' Roles and Responsibilities

Eligible students are required to demonstrate the ability to:

- Lead the Student Leadership Team;
- Greet special visitors;
- Assist with Kindergarten Orientation;
- Provide feedback to the Executive Team on matters relating to student learning and wellbeing;
- Follow class rules and the school's PBL expectations;
- Present weekly PBL expectations at morning school assemblies;
- Set up and facilitate whole school, 3-6 and K-2 assemblies;
- Distribute and collect PBL awards and certificates;
- Raise and lower the flag each day;
- Help organise, facilitate and participate in special days and events (eg. ANZAC Day, PBL Reward Day);

- Set up and control the PA systems for assemblies and special events;
- Attend National Young Leaders Day and provide feedback to the SRC;
- Collect data and tally results for school uniform awards;
- Notify the teacher who will be responsible for judging class of the week in assemblies;
- Organise and assist in fundraising events;
- Along with House Captains, organise and run lunch time activities for students.

Captains', Vice Captains' and Prefects' Election Procedures

Elections for School Captains, Vice Captains, Prefects will be held in Term 4 each year, for representation in the following school year.

- Nominations for the role of captains and prefects will open in the second week of November.
- Nominees are initially nominated by two students on the nomination form and they are then supported by a teacher and a parent;
- Nominees are required to present a campaign speech at an assembly of 2-6 students;
- Parents of nominees will be invited to the assembly where the campaign speeches will be delivered;
- Voting will take place within a week following the speeches;
- Classes (2-6) will vote in the hall, using a ballot box;
- Successful nominees will have their badges presented at the annual presentation day. Parents of successful nominees will be invited to attend this event.

Guidelines for Captains', Vice Captains' and Prefects' campaign speech

Nominees are required to:

- Outline the reasons they would qualify as a suitable School Captain or Prefect;
- Share initiatives they have to improve the school and that they can achieve;
- Share their experiences as a leader and a role model of school expectations.

Guidelines for Captains', Vice Captains' and Prefects' campaign poster

Nominees are required to:

- Provide an appropriate photo for themselves in the school context;
- Ensure their name is easy to identify and read;
- Provide the key reasons why they should be elected;
- Provide achievable actions they can achieve in the role.

Posters will be displayed for 2-3 weeks and speeches will be presented between Weeks 7-9 of Term 4 each year. Exact dates will be given to students in regard to each calendar year.

Once all students have presented their speeches, students in Years 3-5 will vote for their preferred candidate. Teachers across the school will also vote at this time. The two students who have nominated to be Captain and receive the highest number of votes will be elected as the School Captains.

The two students who have nominated to be captain and receive the next two highest number of votes will be elected School Vice-Captain. The next four highest votes will become prefects.

House Captains and Vice Captains

- 1 House Captain and 1 Vice House Captain from each house (one male and 1 female)

House Captains' and Vice Captains' Roles and Responsibilities

Eligible students are required to demonstrate the ability to:

- Follow class rules and our schools PBL expectations.
- Assist staff to set up and pack away equipment at sports carnivals (Swimming, Athletics etc)
- Organise houses at carnivals and create chants for houses, as well as encourage house members to participate in events.
- Collect from and return to the sports room equipment needed for Friday sport.
- Assist staff in organising, setting up and running special days, such as PBL reward days.
- Assist in fundraising events
- Attend leadership meetings twice a term

Election Procedures for House Captains and Vice Captains

Elections for House Captains and Vice Captains will be held in Term 4 each year, for representation in the following school year.

- Nominees are required to be nominated on the nomination form by two members of their house as well as a teacher.
- Nominees will be required to deliver a speech to their house
- Nominees will be elected at House meetings in the week following nominations and speeches.
- Votes will be via ballot box, with the house patrons (teachers) counting the votes.
- Successful candidates will have their badges presented at the annual school presentation day awards.
- Parents will be invited to attend the day to celebrate their child receiving their badge.

Peer Support

The Peer Support program gives Year 6 students opportunities for authentic leadership within a whole school context.

All Year 6 students undertake an intensive 2-day training course to enable them to lead Years 3-5 students through a series of sessions which will focus on wellbeing of self and others.

Students will be given the opportunity to develop leadership skills in the following areas:

- Relationship building
- Communication
- Decision-making
- Empathy
- Problem Solving
- Assertiveness
- Facilitation of group activities

Peer Support Ambassadors

The Peer Support Ambassador is a leadership role for two Year 6 students. This role involves them working closely with their Year 6 peer leaders, teacher coordinators and principal in ensuring that the Peer Support Program empowers students to support each other and contribute positively to our school community.

Election of Peer Support Ambassadors

Year 6 Peer Support Ambassadors will be elected at the completion of the initial training (Term 1) by the coordinating teachers.

Peer Support Ambassadors will be selected based on the following criteria:

- Demonstrate outstanding personal responsibility
- Demonstrate resilience
- Model positive behaviours
- Demonstrate a capacity to problem solve
- Demonstrate outstanding communication skills.

Student Representative Council (SRC)

The aim of the Croydon Park Public School Student Representative Council (SRC) is to provide leadership opportunities to students from Years 2-6 through positive contribution to our school community. SRC members are elected by their peers and supported to continue to and participate in decision making across the school, taking into consideration the views and voices of the wider student community.

Two students per class from Years 2-6 will be elected by their peers to be members of the SRC following application and election procedures, including the presentation of a speech to their class. The two elected students will be those who receive the highest number of votes.

SRC Roles and Responsibilities

Eligible students are required to demonstrate the ability to:

- Be a role model for peers by following class rules and school PBL expectations
- Demonstrate a sense of school pride
- Arrive promptly to each SRC meeting held during lunch times
- Collaborate and work as a team in their spoke
- Listen to and respect the ideas of others

Election Procedures for SRC

- Classroom teachers discuss SRC nominations and expectations with their class and hand out the SRC Election Form to interested students. Any student may nominate, regardless of prior service in previous years. Student speeches will be based on the questions in the application form. Students will complete the Election Form in their own time.
- Students present their speech to their classes. Each student in the class is provided with a ballot paper where they tick the names of the two students that they would like to vote for. Ballot papers are collected and counted by the classroom teacher.

- Elected SRC members are announced to the class. An SRC Agreement note is sent home to the families of elected students to be discussed and signed by the elected student and parent/carer. This note also invites parents/carers to the Friday morning assembly where elected students will receive their badges. Once signed, the agreement note is returned to school and given to an SRC Coordinator.

SRC Spoke Groups

The Student Representative council is broken into 3 'spoke' groups. These spokes work together to create a dynamic SRC leadership team which makes a meaningful impact and holds responsibilities across 3 different aspects of the school environment. Across Terms 2, 3 and 4, students will rotate between each of the spokes so that they have the opportunity to learn and contribute to each different facet. The spokes are as follows:

Media Team: The Media Team is responsible for reporting on school events and providing SRC updates and to be shared with the wider school community through the School Newsletter, Skoolbag and Facebook.

Green Team: The Green Team is responsible for caring for and improving our school's physical environment. They will undertake different environmental initiatives such as promoting cleanliness in the playground and recycling.

Student Engagement Team: The Student Engagement Team are responsible for organising activities to engage the student community. This includes through PBL by assisting with PBL celebration day each term and presenting the Expectation of the Fortnight at K-2 and 3-6 Fortnightly assemblies.

Circumstances which may affect leadership positions

If a leadership position becomes vacant for whatever reason during the year the procedures in this document will be applied.

All student leaders are required to abide by the school's Values and the Behaviour and Discipline Code and be outstanding ambassadors for Croydon Park Public School.

Circumstances leading to loss of a leadership position could be any of the following, plus and other action deemed contrary to the trust placed in Student Leaders:

- Breach of the school's values and behaviour code
- Unexplained or inadequately explained absences from class or school
- Lack of application to their learning
- Infractions which are serious and blatantly anti-social will result in immediate removal of the school leadership position. This may include anti-social and/or inappropriate behaviour outside the school that comes to the attention of and requires action from the school.

In the unlikely event that an elected student leader is placed on a behaviour level during their time as school captain, vice captain, prefect, house captain or vice house captain they will no longer be able to stand in their elected positions.

Students who lose their position will be invited to attend a meeting with the Stage 3 Assistant Principal and their parents to discuss the loss of their leadership position.

If student leaders lose their position they are not eligible to apply for re-election.