Overview
At Balgowlah Heights Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. This approach recognises that students can be leaders across many different areas and that leadership skills learnt in early primary school can lay the foundations for future leadership success. Extensive opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on -

- Respect
- Responsibility
- Personal Best

School Captains, Vice School Captains and School Leaders

Role Description:
- Provide a positive role model and leadership to the student body;
- Represent the student body at school and community functions;
- Coordinate school assembly programs;
- Chair student council meetings with the assistance of the teaching staff;
- Encourage students to take pride in their school;
- Assist any student in need when necessary;
- Willingly help teachers and the community.

Essential Criteria:
- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintenance of a standard of dress and grooming in accordance with the school’s uniform policy;
- Demonstration of school spirit and pride.

This means:
1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness
Student Leader Structure

1 boy and 1 girl Captain
1 boy and 1 girl Vice Captain
3 boy and 3 girl Student Leaders
(The number of Student Leaders may be altered based on the boy to girl ratio of cohort)

Selection Procedure:

• Prospective leaders will obtain a Student Leader Nomination Form which requires them to get another student to support their nomination and a teacher to ratify it.

• All nominations will go before a panel, comprising of the Principal, Deputy Principal, Year 5 teachers and a Year 4 teacher to review the suitability of the student nomination.

• Students will write their speeches at school during class time on the day of the election.

• Students will write their speeches according to the structured framework provided to ensure they address the criteria. Students are not to use props or make promises.

• Election speeches (maximum 2 minutes) will be made in the hall to students in Years 3, 4 and 5. The Role Description and Selection Criteria will be made explicit to the voters.

• Following the speeches, students in Years 3 to 5 will return to their classes and vote on the ballot paper.

• All papers are collected, tallied and sent to the Returning Officer for overall counting.

• All teaching staff will vote. A staff member’s vote is worth two counts to ensure potential, prospective leaders will uphold and maintain the school values.

The school is to notify the school community of elections week, the Role Description and the Essential Criteria.

The Role Description and the Essential Criteria will be made explicit to students throughout the year and prior to the election. Students must be made aware that the holding of a Captain or Student Leader’s position is subject to the fulfilment of their roles and responsibilities.

If a student has an exemption from attendance at school, the student is able to write a speech before they go on leave.

The successful candidates will be informed (without their specific position being disclosed) so that their parents can be invited to the Term 4 Recognition Assembly when Captains and School Leaders will be announced.
At the commencement of the next school year, the Captain and Student Leader Role Description and Essential Criteria document (refer attached) will be signed by the elected students and their parents/caregivers.

**Student Representative Council**

**SRC Class Structure**

<table>
<thead>
<tr>
<th>Year</th>
<th>SRC Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 1</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 2</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 3</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 4</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 5</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
<tr>
<td>Year 6</td>
<td>1 boy and 1 girl SRC member</td>
</tr>
</tbody>
</table>

In a composite class, 1 girl and 1 boy will be elected from either grade.

**SRC Selection Procedure**

Each year, classes from years 1-6 will vote for their SRC class member during class meetings. SRC members will be presented with their badges at a K-6 Assembly in Term 1. Kindergarten classes will vote for their SRC class member in Term 2 and these badges will be presented at a K-6 assembly in this term.

**Role Description:**
- Provide a positive role model and leadership to the class cohort;
- Represent their class at SRC meetings;
- Receive and accept assembly awards on behalf of their class.

**Essential Criteria:**
- Ability to speak confidently in public;
- Maintenance of a standard of dress and grooming in accordance with the school’s uniform policy;
- Demonstration of school spirit and pride.
House Captains and Vice House Captains

Role Description:
• Provide a positive role model and leadership to the student body;
• Represent the student body at school sports activities and sports carnivals;
• Coordinate activities, House songs and manage teams;
• Assist in the preparation of relay teams at carnivals;
• Encourage students to take pride in their house colours;
• Encourage students to participate in all sporting activities and carnivals;
• Provide sports equipment to students on a rostered basis at lunch times;
• Help teachers in coordinating special sports days such as ‘Jump Rope for Heart’;
• Willingly help teachers to maintain sports store and sports equipment.

Essential Criteria:
• Ability to speak confidently and spontaneously in public;
• Ability to maintain acceptable standards of work and behaviour in class and school activities;
• Maintenance of a standard of dress and grooming in accordance with the school’s uniform policy;
• Consistent participation in sporting carnivals;
• Demonstration of school spirit and pride.

This means:
1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

House Captain Structure

1 boy and 1 girl House Captain for each house (Bligh, Flinders, Phillip and Cook)
1 boy and 1 girl House Vice Captain for each house

House Captain Selection Procedure

At the beginning of the school year 1 girl and 1 boy House Captain and 1 girl and 1 boy Vice House Captain will be elected. House Captains and Vice House Captains will be from Year 6.

Students nominating for the House Captain or Vice House Captain will prepare a brief speech (no longer than 1 minute) referring to the Role Description and Essential Criteria Statement. The speech will be prepared on the day of the House Meetings.

Elections are informal. Nominated students leave the room during voting which is by the ‘heads down, hands up’ procedure. The students with the most votes will become House Captain and Vice House Captain.

August 2014
Balgowlah Heights Public School Leadership Policy

Role Description and Essential Criteria

Role Description

As School Captain, Vice School Captain or School Leader

I will -

• provide a positive role model and leadership to the student body;
• represent the student body at school and community functions;
• coordinate school assembly programs;
• chair student council meetings with the assistance of the teaching staff;
• encourage students to take pride in their school;
• assist any student in need when necessary;
• willingly help teachers and the community.

Essential Criteria

As School Captain, Vice School Captain or School Leader

I acknowledge that I will -

• endeavour to speak confidently and spontaneously in public;
• maintain acceptable standards of work and behaviour in class and school activities;
• maintain a standard of dress and grooming in accordance with the school’s uniform policy;
• demonstrate school spirit and pride.

This means:
1. Wearing correct school uniform
2. Following the school values
3. Participating in a number of school activities
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness

Student signature: _____________________________________  Date: __________

Parent signature:   _____________________________________  Date: __________
Balgowlah Heights Public School Leadership Policy

Role Description and Essential Criteria

Role Description

As a House Captain or Vice House Captain

I will -

• provide a positive role model and leadership to the student body;
• represent the student body at all school sports activities and sports carnivals;
• coordinate activities, House songs and manage teams;
• assist in the preparation of relay teams at carnivals;
• encourage students to take pride in their house;
• encourage students to participate in all sporting activities and carnivals;
• provide sports equipment to students on a rostered basis at lunch times;
• help teachers in coordinating special sports days such as ‘Jump Rope for Heart’;
• help teachers to maintain the sports store and sports equipment.

Essential Criteria

As a House Captain or Vice House Captain

I acknowledge that I will -

• endeavour to speak confidently and spontaneously in public;
• maintain acceptable standards of work and behaviour in class and school activities;
• maintain a standard of dress and grooming in accordance with the school’s uniform policy;
• consistently participate in sports carnivals;
• demonstrate school spirit and pride.

This means:
1. Wearing correct school uniform
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Student signature: ___________________________  Date: __________

Parent signature: ___________________________  Date: __________
Other Leadership Roles and Programs

Class Patrons

- Any student who is not a school leader or house captain is eligible to be a class patron.
- The coordinating teacher meets with prospective students to explain expectations and details about the types of jobs they may be asked to do.
- Students are allocated to specific staff members (teachers or office) or a specific day to go to the Eastern Campus to perform their jobs.
- Students are given a 2-3 week trial period of being a patron.
- The coordinating teacher meets again with students to confirm their willingness and suitability to be a patron.
- Patrons are given job sheets and folders, which are to be completed by patrons and signed by teachers/staff members each week/session.
- Students receive their patron badges in assembly.
- Patrons meet with Patron Coordinator every 4-5 weeks to review jobs and discuss any issues.
Stay Safe Rangers

- The purpose of this program is to make our senior students more aware of potentially dangerous situations in traffic and to improve the safety of our Kiss & Drop areas.
- Stay Safe Rangers will observe the Kiss & Drop area on Lewis Street. No numberplates or names will be recorded.
- The students will discuss (through meetings or forums) their observations and make decisions about solutions (such as a report of their findings and solutions in the parent newsletter, making posters, addressing students in assembly).

Organisation:
- The teacher coordinator gives students an explanation of the program and nomination forms are distributed.
- Students successful in being nominated will have satisfied criteria of responsible behaviour and have parent's permission to participate.
- Students are given a training session.
- Duty Rosters are drawn up and distributed.
- Classroom teachers remind students of expected behaviour when using the Kiss and Drop zones.
- A Stay Safe Ranger Assembly is held with representatives from supporting groups invited [Assistant Commissioner of Police (traffic), the Mayor of Manly, local Member of Parliament, President of the P&C]. SSR certificates are awarded.

Role Description:
- Check the roster for your days on duty.
- Arrive on time with all necessary equipment & wearing SSR fluorescent vest.
- Stay inside the school fence.
- Perform extra duties such as putting out 'Play Equipment Closed' signs or the Patrol Area banner.
- Stay on task when helping with marshalling, monitoring the gate or making observations.
- Remember duties of putting away equipment.

Role of the Gate Monitor:
- Direct students to be prepared to enter the vehicle efficiently.
- Respond to students who raise their hand when recognising their parent's car. ("Point to your car. Has it stopped?").
- Direct them to the gate when the vehicle is stopped and it is safe to do so.

Role of the Observer:
- Stay focused on your task, watch the traffic.
- Choose 2 or 3 behaviours you want to focus on.
- Record observations on the observations sheet. Sign and date the sheet and place in the collection tray.