



Millthorpe Public School Park St, Millthorpe NSW 2798  
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Principal: Mrs Penny Granger

## Student Leadership Policy

### 1. Context:

School life provides many opportunities for young people to develop leadership skills. Through daily interactions with peers and teachers, shared responsibilities and by contributing to decision making forums, students at Millthorpe Public School have the opportunity to become part of the school governance.

Formal student leadership and student representation programs provide important benefits for individual students and our school. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

Students who actively participate in school life and feel that they are encouraged to share their ideas and opinions, feel respected and want to make further contributions to the school.

### 2. Policy Statement:

The aim of this policy is to ensure that all students have the opportunity to build leadership skills through equitable programs that reflect the core values taught at Millthorpe Public School.

At Millthorpe Public School we encourage and provide a variety of ways for our students to become involved as leaders within the school setting. Our leadership program reflects our values as a school. The school encourages these leadership roles to be spread amongst the student body. It is important that students prioritise which role is better suited to them. The roles may include but are not limited to:-

- **School Captains (Year 6)**
- **Prefects (Year 6)**
- **House Captains (Year 6)**
- **SRC Members (Year 3 to Year 6)**
- **Library Monitors (Year 5 and 6)**

### 3. Rationale:

At Millthorpe Public School we will:

- maximise student participation in decision making and ensure that students apply leadership skills to initiatives that strengthen the school community and the communities in which they live
- establish clear guidelines and expectations of student leaders, regarding rights, responsibilities, and behaviours
- initiate educational programs based around developing communication skills, confidence, and leadership that actively promote and strengthen the life of the school
- establish high expectations and promote leadership opportunities to all students
- provide fair access and participation for all students including equal participation for boys and girls where possible
- encourage students to differentiate between student participation, student leadership and popularity
- encourage more experienced student leaders to support those who are less experienced.



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#### 4. Leadership Skills Overview:

Leadership skills are qualities that a student needs to have to be an effective leader. The main characteristics of a leader are responsibility, confidence, respect, organisation, resilience and public speaking.

##### **Confidence**

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community.

##### **Organisation**

As a leader, students will need to be ready to take on extra responsibilities. They will be relied upon by others to get jobs done and require high level organisational skills.

##### **Responsibility**

A responsible leader is always accountable for their actions. Responsibility involves making decisions and taking action, rather than waiting to be told what to do.

##### **Respect**

A important part of being a school leader is for students to respect others. It is important that leaders listen to what peers and staff have to say.

##### **Resilience**

As a leader the ability to bounce back after adversity is an important attribute and skill. It involves showing empathy, self-regulation and positivity when faced with challenge.

##### **Public Speaking**

Public Speaking is a skill and a quality that every leader should develop strength in. Leaders will be required to speak with confidence, clarity and enthusiasm. Students will normally do most of their public speaking duties at assemblies in front of the whole school and out in the school community.

A candidate for School Leadership is expected to;-

- Display high level leadership skills
- Wear full school uniform at all times and ensure it is worn appropriately
- Show willingness to assist at different levels including with peers, teachers, support staff and visitors
- Be a role model in the classroom, playground and when representing the school
- Display exemplary behaviour at all times
- Uphold all school and classroom rules
- Participate and try their best in school events
- Show pride in self and Millthorpe Public School
- Be involved in activities that add to the corporate life of the school.



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## 5. Procedure for election of School Captains & Prefects:

The election process should follow these guidelines:

- Inform and explain to all Year 5 students that they will be eligible for nomination come election time in Term 4. Year 5 students may also be made aware of the criteria and expectations for nominations from as early as Term 1. The Stage 3 Assistant Principal will ensure that all nominees are aware of 'The Responsibility of Leaders'. These responsibilities will be presented to all Year 5 students.
- Dates for the election of school leaders will be finalised prior to the commencement of the election process and advertised on the school calendar. These dates are to remain as set by the school executive.
- Year 5 students are monitored throughout the year and students' eligibility is checked and recorded if behaviour does not meet the expectations of a school leader.
- A formal explanation from teaching staff will detail to students how the nomination process will occur. Students are allowed to self-nominate.
- All nominees are listed in alphabetical order and presented at an executive meeting for ratification. As part of this ratification the removal of students is permitted in exceptional circumstances.
- Nominees will present a speech to a whole school assembly. Candidates' parents will be informed and invited to the assembly. If any student withdraws prior to the assembly, the nominee will be removed from the ballot.
- In the event of serious and unexpected misadventure such as a death in the immediate family, the Principal has the discretion to allow a nominee to remain as a candidate without delivering a leadership speech.
- The nominees will present their speeches to the school in alphabetical order. Students from Kindergarten to Year 6 will vote for 2 boys and 2 girls which they believe are most suited for the position as School Captain and Prefect. Teachers may also vote for 2 girls and 2 boys. The speeches and a secret ballot will occur on the same day.
- Applied to this ballot is a weighted voted system that is graduated depending on a students' school year. This allows the peers of the nominees to have a greater voting capacity. Staff also vote as per the student voting procedures and carry a greater weight in the voting system.
- If staff and students are absent on the day of voting, votes must be collected as soon as practicable to allow for timely vote counting. It is not compulsory for all staff and students to vote. Staff may wish to vote in absentia, via email or phone.
- In the event there are insufficient girl or boy nominations, positions will be filled based on a combined preferential ballot. There must be at least one representative from each gender on the senior leadership team.
- Ballot papers will be collected and counted by the Principal and an Assistant Principal. This is how the decision is arrived at: - The boy and girl with the **highest** number votes = School Captains and the boy and girl with the **next highest** number of votes = Prefects.
- The Principal shall have the right to amend these rules at any time and to cast a deciding vote, especially where it is considered the authority invested in the students to have been misused.
- The Principal will invite the parents of the students elected via phone call to the Presentation Day Assembly.
- The Captains and Prefects will be announced to the staff and students at the Presentation Day Assembly. Parents are invited to present their child with their leadership badge. Current leaders exchange the leadership ties and blazers. Leaders then remain on stage and close the Presentation Assembly.
- Leaders will officially accept their positions at the Leaders' Induction Ceremony held in Term 1



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the following year.

- If a School Captain or Prefect leaves during their tenure, they will be replaced, according to voting results.
- A simple performance appraisal will be conducted as appropriate. If a Captain or Prefect does not meet the guidelines, parental support will be requested. Further action may be warranted if the leader's performance does not improve.
- Students who have held a leadership position and repeat Year 6 will need to renominate for a leadership position.
- Students who have not previously held a leadership position and repeat Year 6 shall be eligible for nomination.

Each nominee needs to be made aware of these responsibilities before accepting the nomination. Each Captain and Prefect will assume a range of responsibilities to help the school function smoothly. These activities may involve absences from class and the Captains and Prefects may have to catch up class work missed.

***Captains and Prefects will be expected to:***

- Run all assemblies when appropriate under the guidance of a member of the Executive/ Principal
- Welcome and thank visitors to the school
- Attend SRC meetings to maintain their contact with the broader school community
- Maintain the school rules and demonstrate exemplary behaviour
- Consistently wear the complete and correct school uniform
- Represent the school, outside of school hours at community activities

**6. Procedure for the election of House Captains:**

House Captains provide students with an opportunity to lead their house and actively encourage participation and good sportsmanship.

The election process should follow these guidelines:

- Students in Year 5 can nominate for House Captain at the same time as the Captain and Prefect nominations occur.
- Each house will have two House Captains, where possible this shall comprise of 1 boy and 1 girl. Where there is not a qualifying nominee from each gender, 2 students of the same gender can be elected.
- All students wishing to nominate as a House Captain are to present a speech as for Captain and Prefect nominations. All student speeches will be held at the same assembly and presented in alphabetical order.
- Students may nominate for all leadership positions (Captain, Prefect or House Captain) or just House Captain.
- After the voting process for Captain and Prefect positions the school shall gather in house groups.
- Each house will have a preferential ballot paper for girl and boy nominees. House Patrons will explain the voting process to all students and then distribute the ballot papers.
- Students will be asked to vote using a preferential system of voting allocating a 1 for their first choice for a boy House Captain and 1 for their first choice for a girl House Captain. They will then allocate a 2 for their second choice for both boys and girls House Captains.
- The ballot papers will be collected by House Patrons and then delivered to the Principal. Once the



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Captains and Prefects have been established, they will be removed as candidates from the vote count for House Captain.

- Voting will be adjusted to reflect the preferential voting system. For example, where the No 1 vote becomes a Captain or Prefect, their vote will be given to the preferential nominee indicated with the No 2 vote.
- House Captains will be formally announced at the end of year presentation assembly and inducted in the same process as Captains and Prefects.

***House Captains will be expected to:***

- Promote school spirit at all school sporting carnivals
- Welcome and thank visitors to the school in the absence of Captains and Prefects
- Maintain the school rules and demonstrate exemplary behaviour
- Consistently wear the complete and correct school uniform
- Represent the school, outside of school hours at community activities

**7. Procedure for the election of SRC:**

The SRC is a group of students in a school elected by their fellow students to represent all students and who organise ways for students to participate in school life. SRCs work democratically to represent the student body in school decision-making. Students work together, with help from a staff member, to improve school life and to contribute student ideas.

Students are eligible to represent their class on the SRC if they:

- Display good leadership skills
- Wear full school uniform
- Show willingness to assist at all times
- Are a positive role model for other students in the classroom and playground and when representing the school
- Display exemplary behaviour
- Uphold all classroom and school rules
- Can represent the class at SRC meetings

The election process should follow these guidelines:

- Class teachers will outline and discuss the requirements for membership on the Student Representative Council early in Term 1 on a date set down by the school executive team. Students can self-nominate or be nominated by their peers.
- Each class from Year 3 to 6 may elect two representatives, where possible this shall comprise of 1 boy and 1 girl. Where there is not a qualifying nominee from each gender, 2 students of the same gender can be elected.
- To nominate for SRC the student can not hold another student leadership position.
- In the case of a composite class, 2 candidates can be selected from the same year group.
- In the event of a 2/3 composite class, the candidates must be elected from the Year 3 cohort.
- In the event that a tie is determined after the secret ballot, a new vote is to be conducted with only the 2 tied nominees as candidates.
- All nominees are to outline what experience or skill they can bring to the role with a brief or impromptu speech in front of the class.
- Elections are conducted in the classroom by written secret ballot, counted by the classroom





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teacher and announced to the school at the next school gathering (such as lines after a break).

- A student must be present on the day to be a nominee. In the event of unforeseen absence (such as illness) the Principal has the discretion to include the absent student in the vote.
- SRC members are formally inducted in the same way as other leadership positions.

***SRC members will be expected to:***

- Promote citizenship and advocacy for all students
- Welcome and thank visitors to the school in the absence of Captains and Prefects
- Maintain the school rules and demonstrate exemplary behaviour
- Consistently wear the complete and correct school uniform
- Represent the school, outside of school hours at community activities
- Attend all SRC meetings and volunteer at all fundraising events

**8. Procedure for the election of Library Monitors:**

Library Monitor roles allow Year 5 and 6 students to assist the Teacher-Librarian in daily routines and to familiarise and encourage students in the workings of the library.

A Library monitor's job is to assist the librarian wherever possible and help maintain an efficient, welcoming Library by borrowing and returning books for students, helping with shelving and assisting students on computers and desks at lunchtimes. They also assist with returning and borrowing resources for teachers, shelving books, Book Week, general library use and liaising with the school community at lunchtimes.

Students can be nominated if they fulfil the general school leadership criteria. In addition, they must:

- Hold a general knowledge and understanding of the organisation and role of the library
- Show an awareness of the required behaviour and time dedication involved
- Wear full school uniform
- Show willingness to assist at all times in the library
- Be a positive role model for other students in the classroom, library, playground and when representing the school
- Model appropriate use of technology including the internet and library resources.

*The election process should follow the below guidelines:*

- Students are informed of the criteria for being a Library Monitor. In addition, the Teacher Librarian may encourage students to apply to be a Library Monitor at the assemblies at the beginning of the year.
- Students express an interest that may include such information as why they would like to be a library monitor, their knowledge of the library organisation, and how they would promote the school library.
- The Teacher Librarian will review the verbal nominations and determine the eight most suitable Library Monitors. The Principal and/or Assistant Principals may assist in this process if required.
- All monitors are subject to a six week trial period and after that the announcement of successful students will be made at a Yr 3-6 Assembly early in the school year.

**NOTE: Whilst gender equity will be considered when selecting all student leadership positions, the most suitable candidates for each position will be selected.**