



<b>POLICY</b>	
Title: <b>Student Leadership</b>	
Authorised by: <b>Principal</b>	<b>Page Number: 1 of 9</b>
No.: <b>PRIN-40</b>	
Issue Date: <b>December 2014</b>	
Last Reviewed: <b>March 2018</b>	
Next Review Date: <b>June 2022</b>	


# Student Leadership at SPW

*“The future of society is dependent  
on the quality of the leaders  
we produce.”*

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## 1 INTRODUCTION

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The purpose of this policy is to define the philosophy, structure and overall management of Student Leadership at St Peter's Woodlands. SPW is committed to providing leadership opportunities to all students, and specific responsibilities to students in Year 7.

*This policy is supported by additional guidelines and procedures which are located on the SPW intranet.*

## 2 DEFINITIONS (IF REQUIRED)

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At SPW, all students are considered leaders and are given opportunities to develop their leadership skills. There are specific leadership opportunities for students from Year 5 to Year 7, where individuals are given the opportunity to represent their class, lead their house, or represent the school at external functions and events.

The SSLC (Student Service Leadership Council) is made up of three representatives from each year level from Year 5 to 7, through a process which includes self-nomination, a written application, public speeches, an interview, and voting by staff and students.

House Captains and Deputy House Captains are appointed through a process which includes self-nomination, a written application, public speeches, an interview, and voting by staff and students.

School Captains are appointed by the Principal, and are given greater leadership roles to play, including speaking regularly to students, adults, and at public functions. They initially self-nominate, as with House Captains.

Other terms used within this document are defined as they are introduced.

## 3 SCOPE

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This policy applies to SPW staff and students.

## 4 OBJECTIVES

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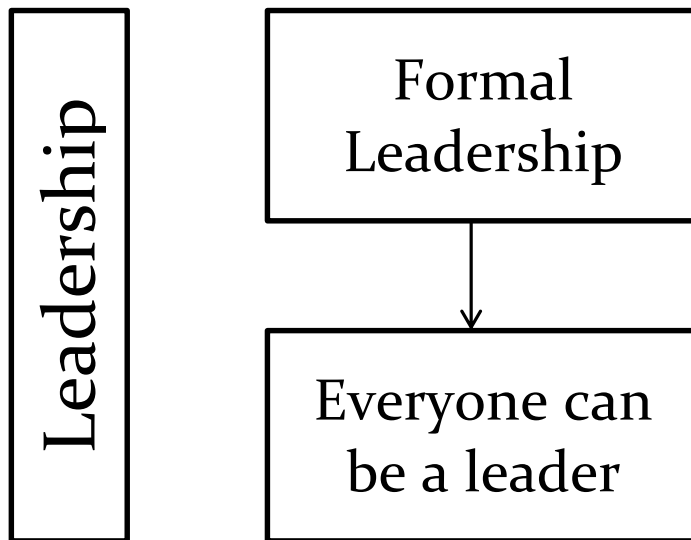
To provide a philosophical overview of what leadership is at SPW, and how students are involved in leadership within their time at the School.

To provide a leadership structure and defines terms, roles and general processes undertaken.

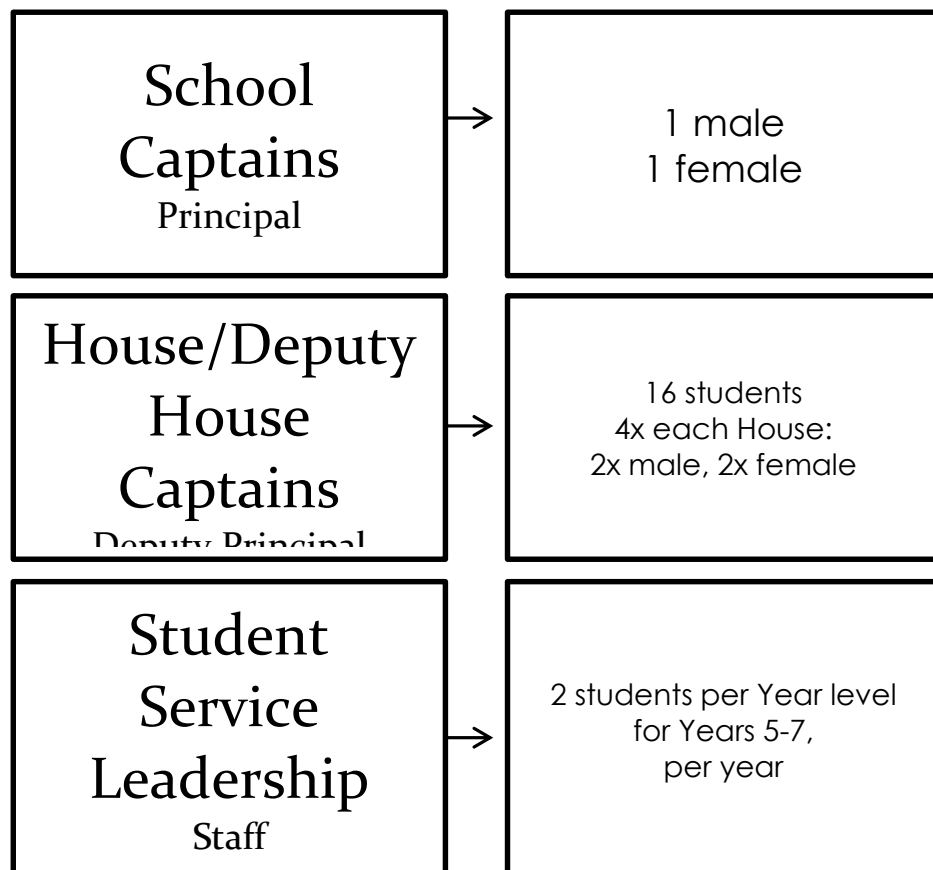
(Specific administrative processes, timelines, forms and other information are detailed in supporting Leadership documentation. See *Further Information* for these documents.)


## 5 PRINCIPLES & PHILOSOPHY

### 5.1 OVERVIEW MODEL



### 5.2 STUDENT LEADERSHIP MODEL



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## 6 DEFINITIONS

### 6.1 SCHOOL CAPTAINS

School Captains are selected by the Principal, using the criteria below. Students self-nominate for School Captain. There are two School Captains appointed, one male and one female. School Captains at SPW are students in Year 7.

School Captains are expected to demonstrate and show:

- Integrity
- Dedication
- Respect
- Humility
- Commitment
- Openness
- Confidence
- Creativity
- Enthusiasm
- Fairness
- Independence
- Assertiveness
- Cooperation
- a Sense of Humour

School Captains will possess:

- the ability to speak publicly in a confident manner
- the ability to bring people together and have them work towards a common goal
- the ability to be a competent leader and follower
- organisational skills
- behaviours that align with the values of SPW
- the ability to represent SPW at official and public events confidently

Together, the two School Captains are a team that has complementary skills and who work well together.

### 6.2 HOUSE CAPTAINS/DEPUTY HOUSE CAPTAINS

House Captains and Deputy House Captains are selected by staff and students in an application and election process, using the criteria below. Students self-nominate for House Captain. There are sixteen House/Deputy House Captains appointed, two male and two female from each of the four houses. House/Deputy House Captains are students in Year 7.

House/Deputy House Captains are expected to demonstrate and show:


- Integrity
- Dedication
- Respect
- Humility
- Commitment
- Openness
- Confidence
- Creativity
- Enthusiasm
- Fairness
- Independence
- Assertiveness
- Cooperation
- a Sense of Humour

House/Deputy House Captains will possess:

- the ability to speak publicly in a confident manner
- the ability to bring people together and have them work towards a common goal
- the ability to be a competent leader and follower
- organisational skills
- behaviours that align with the values of SPW

### 6.3 STUDENT SERVICE LEADERSHIP COUNCIL (SSLC)

Students are happier and participate in their education more effectively when their ideas are listened to and their opinions valued. Schools also benefit when students are involved in their own learning and the school's operation. A Student Service Leadership Council (SSLC) is one structure which can assist students and schools in achieving this ideal.

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A SSLC is a formal group of students, elected by their peers to represent them and their views. A SSLC facilitates leadership and decision-making by all students in the school, through the running of class meetings. It is an important way in which schools can provide meaningful leadership opportunities for students.

Student Service Leaders are expected to demonstrate and show:

- Dedication
- Commitment
- Independence
- Good communication
- Creativity
- Respect
- Courage
- Empathy
- Enthusiasm
- Cooperation
- Openness
- Wonder
- Service

Student Service Leaders should demonstrate:

- the ability to bring people together and have them work towards a common goal
- the ability to communicate effectively with both adults and students
- outstanding organisational skills
- the ability to represent SPW with outside charity organisations
- behaviours that align with the values of SPW

Elections of Student Service Leaders take place in Term 1 each year. The formal nomination and application process consists of the following:

- Years 5, 6 and 7 students a letter will be posted on Skoolbag to parents/caregivers, which include the nomination e-form to be returned and this will be taken as an acknowledgement of the parent/caregiver for the student to be nominated
- Nominees write a formal application for the position of Student Service Leader, addressing specific criteria
- Nominees prepare and present a speech to their Year Level colleagues – Years 5 to 7
- Students in Years 5-7 vote on their choices of Student Service Leader in their specific year level.
- Votes are collated and, together with the evaluations of their written application, the Student Service Leaders are selected


SSLC meetings will be scheduled regularly throughout the year at the discretion of the teacher overseeing/leading the SSLC.

## 7 ELECTIONS AND SELECTIONS FOR SCHOOL & HOUSE CAPTAINS

Elections of House Captains and selections of School Captains take place in Term 4 each year.

The formal nomination and application process consists of the following:

1. Current Year 7 student leaders speak to Year 6 students about the qualities needed to be a Student Leader
2. Current Year 6 students - a letter will be posted on Skoolbag to parents/caregivers, which include the nomination e-form to be returned and this will be taken as an acknowledgement of the parent/caregiver for the student to be nominated
3. Nominees write a formal application (including a resume and letter) for the position of House Captain, addressing specific criteria
4. Nominees attend a brief interview, conducted by the Deputy Principal or a Head of School
5. Nominees prepare and present a speech to their House colleagues – Years 5 to 7
6. Students in Years 5-7 vote on their choices of House Captain. Students vote within their own houses.
7. Staff members vote on their choices of House Captain. Staff members vote on all house nominations.
8. Votes are collated and, together with the evaluations of their written application and interview, the House Captains and Deputy House Captains are selected

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The School Captains are not voted on; they are selected by the Principal and/or Deputy Principal according to the criteria above.

Announcements of House and School Captains are made at the Final Assembly and Prizegiving event.

## 8 CHARTER

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### 8.1 INVOLVED STUDENTS

Students should be active citizens of the school community and have their ideas and opinions routinely sought and respected.

### 8.2 MAKING REAL DECISIONS

Students from Year 5 to Year 7 are encouraged to contribute to and participate in decision-making in their school.

### 8.3 IN MANY PLACES

Representative students can inform decision-making throughout St Peter's Woodlands and in the wider community.

### 8.4 FOR EVERYONE

Opportunities for participation and leadership must be inclusive of gender, special needs, cultural background, sexuality, cultural background, socio-economic status, and geographically remote circumstances.

### 8.5 CHOSEN FAIRLY

The methods used to involve students in decisions affecting their lives should model Australian democratic and representative practices.

### 8.6 WELL-SUPPORTED

Students will be prepared for and supported in their leadership and decision-making roles through all aspects of the curriculum, whole school, and out-of-school activities.

### 8.7 APPROPRIATELY RECOGNISED

The skills, values, knowledge, and attitudes that students learn from participation in school life are vital to their future as citizens of a democratic society.


*Adapted from "Public Schools NSW – Charter for Student Representative Councils"*  
[www.schools.new.edu.au/studentsupport/SRC](http://www.schools.new.edu.au/studentsupport/SRC) accessed 2014

## 9 ROLES AND RESPONSIBILITIES

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### Class Teachers:

- Promote, facilitate and support students in their endeavours
- Provide time and structure for successful, regular class meetings
- Ensure students are aware of scheduled meetings
- Support involvement of students in service activities

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### Administration Staff:

- Provide appropriate support to staff and students to allow meetings and events occur successfully
- Provide safe storage of money raised

### School Captains:

- Jointly plan and conduct whole school assemblies
- Represent the school at official events as requested
- Support the Student Service Leadership Council
- Be an outstanding role model, displaying behaviours that align with the values of SPW

### House Captains/Deputy House Captains:

- Work toward effective participation of house members in all House events
- Manage resources (eg sports equipment) as directed
- Meet with Deputy Principal on a regular basis
- Undertake house related roles as directed
- Be a positive role model, displaying behaviours that align with the values of SPW

### Student Service Leadership Council (SSLC):

- Facilitate class meetings from Foundation to Year 7 in combination with School and House Captains.
- Empower classes from Foundation to Year 7 to participate in a democratic meeting and decision forum
- Work effectively with the SSLC Lead Teacher to plan, organise and run fundraising and awareness events for the school's chosen charity
- Meet with the SSLC Lead Teacher, representing the views of the wider student body

### Staff supporting the SSLC:

#### SSLC Lead Teacher

- Facilitate effective SSLC meetings for students
- Ensure authentic service opportunities are available to all students
- Ensure authentic fund raising and awareness raising activities are available to all students
- Support and model examples of service
- Conduct training for SSLC and House/School Captains
- Liaise with staff body in relation to running of Class meetings
- Liaise with a member of Executive Leadership team to determine timetable for class meetings.

### Deputy Principal/Heads of School:

- Ensure election processes are fair and inclusive
- Arrange suitable meeting venue and times
- Support and model examples of service
- Work with School Captains to prepare Assemblies – ensuring students are set up for success


### Executive Leadership Team:

- Actively listen to and question students to ensure issues are understood
- Work toward appropriate resolution of student issues

### Principal:

- Elect School Captains
- Meet with School Captains throughout the year



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## 10 FURTHER INFORMATION

Further information regarding this policy is available from any member of the Executive Leadership Team.

### Relevant Legislation

None

### Related Policies

None

### Related Procedures & Standard Operating Procedures

None

### Related Forms & Checklists

Student Leadership Elections – Nomination Form & Criteria

Student Leadership Elections – Voting Form

Student Leadership Elections – Interview Form

### Related Safe Work Practices & Guidance Notes

None

### Related Other Documentation

SPW Student Diary

Student Leadership Essential Agreement

<b>PRINCIPAL</b> <i>(Signature)</i>	<b>DATE</b>