



Croydon Public School

Student Leadership Policy

2018

CPS Student Leadership Policy

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Student Leadership Positions at CPS

The following positions will be available for students to nominate for each year.

- 2 school captains and 2 school vice-captains (Year 6 Students only)
- 6 school prefects (Year 6 Students only)
- 8 Sports House Captains and 8 Sports House Vice-Captains (Years 5 & 6 students)
- SRC Representatives – One per class in Years 1-6.

Any student who wishes to nominate for one of these positions must consistently follow school expectations.

School Captains and Prefects

Student leadership positions at Croydon Public School involve responsibility and dedication. School captains and prefects are expected to perform the following duties throughout the year:

- o Always follow Croydon school expectations and abide by the behavior expectations set out in the Student Welfare Policy.
- o Be a role model for other students, including wearing the correct school uniform every day.
- o Attend and contribute to fortnightly captain and prefect meetings with an executive member of staff.
- o Encourage other students to follow school expectations and assist teachers in this endeavour.
- o Organise and lead primary assemblies each term.
- o Assist with the organisation of special events including talent quests, discos, presentation days and special assemblies.

School Captain and Prefect Election Process

All Year 5 students are eligible to nominate themselves for a captain or prefect position unless their behavior indicates they would not be a suitable candidate. Students nominating will have their behavior assessed in accordance with the CPS PBL expectations, any student who has been suspended from school at any time will be ineligible.

Students nominating for a school captain or prefect position will need to fill in an application form.

The process for nominating is as follows:

1. Student fills out an application form and gives it to their classroom teacher. Nomination forms must be signed by the student, a parent or guardian and the principal.
2. Forms are passed on to the Stage 3 Assistant Principal.
3. All applications will be considered by a panel of teachers. The panel will select a final 24 (12 boys and 12 girls) who will move on to the next step in the process. The Stage 3 Assistant Principal is responsible for communicating to students if their nomination was successful or not and giving feedback on nominations.
4. The final 24 students display posters for 2-3 weeks in the Primary playground Area A.
5. They must prepare and present a nomination speech to students in Years 3-5 during weeks 7-9.
6. Students in Years 3-5 and all teachers vote to elect captains and prefects.

Guidelines for Captain/Prefect campaign speech:

- Outline the reasons you would make a suitable School Captain or Prefect.
- Talk about any new initiatives you have for the school – things that would be achievable for you.
- Tell us about how you have been a leader and been a role model of school expectations.
- Try to avoid using meaningless slogans or catch phrases, or making promises to students that you are unable to keep or have not discussed with teachers.

Guidelines for Captain/Prefect campaign poster:

- A clear photo of the nominee in an appropriate school context.
- Name should be easy to identify and read.
- The main reasons you should be elected – key words.
- Achievable ideas that you could carry out.
- You may like to do a draft poster and ask your classroom teacher for feedback.

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.

A student who has nominated to be Captain and receives the highest number of votes will be elected as the School Captain. A student who has nominated to be captain and receives the second highest number of votes will be elected School Vice-Captain. The next four highest votes in each gender will become prefects.

Students who are elected into these positions are expected to behave and live up to their responsibilities to a high standard. Any student who receives a yellow behavior referral form during their time as School Captain or Prefect will no longer be able to stand in their elected positions. Students who lose their position will attend a meeting with the Stage 3 Assistant Principal and their parents to discuss the loss of their leadership position. Any positions lost throughout the year will not be replaced.

House Captains

House captains are elected at the beginning of each year at the first Sports House meetings. Students in Years 5 and 6 can nominate to be Sports House Captains. There are two House Captains (a boy and a girl) and two Vice-Captains (a boy and a girl) for each Sports House: Gunnya, Moonya, Wyanda and Yaralla.

Teachers in each house will run the elections at the first sports house meetings. They will run a separate vote for boy and girl captains.

Students wishing to nominate for one of these positions will be invited to self-nominate at the meeting. They should be prepared to say a short (1 minute speech) to persuade the students in their house to vote for them. After each student has had a chance to speak teachers will call for a vote. The student with the highest number of votes will become the Sports House Captain. The student with the second highest number of votes will become the Sports House Vice-Captain.

Students wishing to become sports house captains should be prepared to carry out the following duties:

- Lead their teams at school sports carnivals (swimming, athletics and cross country) by organising cheers, encouraging students to participate, assisting younger students and keeping their team area clean.
- Do one sports shed duty per fortnight, signing out equipment and ensuring it is looked after and returned.

Student Representative Council (SRC)

The role of SRC members is to promote the views of students and to encourage students to become actively involved in their school. Being an SRC member is an important and responsible role in the school. It is an opportunity for leadership and teaches skills that support students to become competent leaders. Students are able to have a say in what is important to them at school, what is working well, what needs improvement and what we could change. The SRC also provides activities and special events for children to enjoy, as well as raising money for a nominated charity or the school. Representatives have an opportunity to solve problems, debate, make decisions and put plans into action.

The SRC:

- Is a group of students in a school elected by their fellow students
- Allows all students concerns and ideas to be heard
- Solves problems and brings about changes
- Gives teachers opportunities to hear students' ideas and concerns
- Gives students more responsibilities
- Fundraises through cake stalls and special events for specific purposes such as Stewart House, school resources and the maintenance of the school vegetable patch
- Acknowledges special events and community days such as NAIDOC Week.

Responsibilities of SRC Representatives

- Attend meetings and come prepared.
- Listen to others and take the opportunity to have their say.
- Bring issues from the class to the SRC meeting when necessary.
- Report back to the class and let others know what has happened.
- Follow through with action plans as decided by the SRC, staff or school committees.
- Represent our school appropriately.

Responsibilities of the teachers to support the SRC

- Allowing class time each week for the representatives to report back and helping them with this if needed.
- Read the minutes of each meeting and remain up to date with the issues/requests/solutions raised in SRC meetings.
- Following through with issues/requests brought to the class from the SRC.
- Providing opportunities for the class to discuss issues (class and school) either via a formal class meeting or circle time.
- Use the proforma 'Bringing Issues to the SRC' (appendix 2).

Responsibilities of SRC Coordinators

- Prepare an agenda (appendix 3) for fortnightly meetings.
- Support students in their role as SRC representatives.
- Inform staff members of issues/requests/solutions raised in meetings via e-mail or at staff meetings.
- Inform the school community of fund raising, community events and school decision making via the school newsletter or website.
- Liaise with executive members of staff and the P&C with regards to school decision making.

PROCEDURES

Members of the SRC

Each class from Years 1-6 elects one student as its representative. The School Captains and Vice-Captains are members of the SRC.

The class representatives represent their own class on any matter concerning the student body. They also bring class concerns to SRC meetings. Two members of staff (a K-2 teacher & a 3-6 teacher) act as co-ordinators.

Elections of SRC members

All children from Years 1-6 are eligible to be elected as class representative members of the SRC; however a student cannot be a SRC representative if he/she has been on the SRC during the previous year.

In class, teachers discuss the responsibilities of being the class SRC representative. Class elections take place early in Term 1 and are run by the class teachers. Students self-nominate and are asked to present a 1 minute speech in front of their class on why they want to be a student representative, what they can bring to the SRC and ideas that they would like to implement. Students vote for their preferred representative.

Upon completion, the names of elected representatives are sent to the SRC co-ordinators and executive staff. Parents of the SRC members will be notified and invited to an assembly when the representatives receive their badges.

Each class should keep note of the runner up in their election. These students can be called upon to replace the SRC rep if they leave or go on an extended holiday throughout the year. They will not receive a badge.

SRC Meetings

The SRC meets fortnightly at a time dictated by the demands of the school timetable. The meeting is chaired by the SRC co-ordinators and an elected 'Chairperson'. The 'Chairperson' follows an agenda produced by the co-ordinators, but contributed to by any member of the SRC. All members are given time to express their ideas and opinions and a plan of action is devised to address any needs or to facilitate any activities planned.

A student from infants and primary will be selected to perform the following roles:

- Chairperson
- Secretary
- Publicity Officers

New students will be selected to fill these roles each term. Stage 1 students will have a 3-6 'buddy' to assist them in fulfilling their role.

Minutes are taken by the 'Secretary'. SRC representatives keep a record of items they need to report back to their class in their 'Bringing Issues to the SRC' booklet. 'Publicity Officers' report to the student community at morning and school assemblies on SRC matters.

Each SRC representative is responsible for their class SRC folder which contains the SRC policy and 'Bringing issues to the SRC' booklet. A new booklet will be provided at the start of each term allowing students to record any issues or suggestions that need to be discussed in SRC meetings. This booklet is used by SRC representatives as a form of communication between the representative and their class. This folder must be brought to each meeting.

SRC Meetings Code of Conduct

SRC representatives must be present at all meetings. If a SRC representative does not attend two meetings, a new member will be elected. Students must respect all members at SRC meetings, listen actively to others, help each other and be courteous, consider all ideas fairly and work collaboratively as a team.



CROYDON PUBLIC SCHOOL

39 Young Street
CROYDON NSW 2132
Phone: 9747 3557 Fax: 9744 3929
Email: croydon-p.school@det.nsw.edu.au
Web: croydon-p.schools.nsw.edu.au

School Captain and Prefect Nomination Form

The positions of School Captain and Prefect require a high level of responsibility. Students wishing to apply for these positions should make sure they understand what will be required of them and discuss their nomination with their parents or guardians and classroom teacher.

Name: _____ Class: _____

Nominating for: School Captain Prefect

Have you been an SRC rep in any year? Yes No

1. a) Why do you want to be a School Captain or Prefect?

b) List ways in which you have shown initiative and leadership in 2018 at Croydon PS.

2. a) Which extra-curricular activities have you been involved in at CPS?

b) How have you or will you positively contribute to the school community?

3. Picture the school at the end of 2019. How will you have impacted positively on the CPS community?

I understand that this is an important leadership role within our school and I am sure I have the skills and commitment to fulfil the duties of this position.

Signed:

_____ (Nominee)
_____ (Parent or Guardian)
_____ (Ms Lucantonio - Principal)

Further details about the responsibilities of a School Captain or Prefect and the nomination procedures can be found on the back of this form.

Croydon Public School – Captain and Prefect Nomination Marking Rubric

	Outstanding (5)	High (4)	Sound (3)	Basic (2)	Limited (1)
<p>Aspect 1. Why do you want to be a captain or prefect? List ways you have shown initiative and leadership.</p>	<p>Gives a detailed explanation of why they have chosen to nominate for a leadership position.</p> <p>Lists more than three examples of initiative and leadership.</p> <p>At least three of these ideas have had a positive impact on the school.</p>	<p>Clearly explains why they want to be a school captain or prefect.</p> <p>Lists three examples of initiative and leadership.</p> <p>At least two of these ideas have had a positive impact on the committee/school.</p>	<p>Clearly explains why they want to be a school captain or prefect.</p> <p>Lists two examples of initiative or leadership.</p> <p>At least one of these ideas has had a positive impact on the committee/school.</p>	<p>Gives a simple reason why they want to be a school captain or prefect and lists an example of initiative and leadership.</p>	<p>Gives a simple reason why they want to be a school captain or prefect.</p>
<p>Aspect 2. Demonstrated involvement in extra-curricular activities. Positive contributions to the school community.</p>	<p>Demonstrates a commitment to extra-curricular activities over a period of time.</p> <p>Clearly explains three or more positive contributions to the school community.</p>	<p>Demonstrates involvement in a range of extra-curricular activities.</p> <p>Clearly explains two or more positive contributions to the school community.</p>	<p>Involvement in two extra-curricular activities.</p> <p>Lists two positive contributions to the school community.</p>	<p>Involvement in one extra-curricular activity.</p> <p>Lists one positive contribution to the school community.</p>	<p>No involvement in extra-curricular activities.</p> <p>Cannot articulate a positive contribution to the school community.</p>
<p>Aspect 3. Picture the school at the end of 2019. How will you have impacted positively on the CPS community?</p>	<p>Can outline three clear and achievable ideas.</p> <p>Can elaborate on how their vision can be implemented.</p>	<p>Can outline two clear and achievable ideas.</p> <p>Can elaborate on how their vision can be implemented.</p>	<p>Can outline two clear and achievable ideas.</p> <p>Does not clearly elaborate on the implementation of their vision.</p>	<p>Can outline one clear and achievable idea.</p> <p>Does not clearly elaborate on the implementation of their vision.</p>	<p>Cannot outline a clear, achievable idea.</p>

Bringing Issues to the SRC

Date _____

Have a class SRC meeting. Ask if there are any issues or problems that should be discussed at the next SRC meeting.

Issues raised in class:

I need to report back to my class on...

-
-
-
-

SRC Meeting Agenda

Date _____

Item	Discussion	Action