



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

SOUTH WAGGA PUBLIC SCHOOL – STUDENT LEADERSHIP PROCEDURES

RATIONALE

At South Wagga Public School, the development of life-long leadership skills is one of the learning opportunities offered to all students. Having effective student leaders supports the development of responsible behaviours, a positive school tone and encourages students to model the values of integrity, excellence, fairness, responsibility, democracy, co-operation, participation, respect and care.

We believe and expect that ALL Stage 3 students to be leaders at South Wagga Public School (official or unofficial).

The aim of this procedure is to:

- Outline the selection criteria for nominations
- Outline the procedures for nominations and voting
- State the criteria, the roles of each position once elected (and the retention thereof)
- Provide opportunities for senior students to develop leadership skills.

STUDENT LEADERSHIP FRAMEWORK LEADERSHIP POSITIONS

- 2 x Captains
- 2 x Vice-Captains
- 6 x House Captains (2 students from each Sport house: Wattle, Waratah, Banksia)
- 7 x Parliamentarians
- 1x First Nations leader
- 1x Multicultural leader

CRITERIA

- Students in Year 5 will be eligible for nomination provided they meet the selection criteria
- The school will provide the Year 6 Student Leaders with opportunities to act as school ambassadors
- The Student Leaders will receive a badge of office to be worn each day
- The Principal may revoke a School Leader's position if the Student Leadership Charter is not followed



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

SELECTION CRITERIA FOR NOMINATIONS

Students will be eligible for nomination if they:

- Respect themselves and others including school property, as well as completing all school work to the best of their ability
- Act and speak honestly, as well as politely towards their peers, school staff and community members
- Engage in safe, friendly play and co-operate by working with other students and teachers
- Show consideration to the feelings and differences of others
- Use common sense and think about their actions
- Wear their school uniform with pride and participate in all relevant school activities to their best ability
- Are willing to speak in public, address an audience, etc
- Participate actively in school activities
- Are positive role models at all times

NOMINATIONS FOR THE YEAR 6 SCHOOL LEADERS

- Students will self-nominate
- For the roles of Captains/Vice-Captains, all students will be part of a discussion process conducted by the Principal
- Principal and Assistant Principal endorsement may be sought for nominations if required



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

SOUTH WAGGA PUBLIC SCHOOL CAPTAINS AND VICE CAPTAINS

SPEECHES FOR THE ROLES OF CAPTAIN/VICE-CAPTAIN

- Captain and Vice Captain processes to take place mid-late Term 4 of each year
- Once a student has self-nominated and had a discussion with principal, those students wishing to gain the role of Captain or Vice-captain will be required to present a speech at an assembly
- Nominees will meet with the Principal the day prior to the speeches to clarify processes and to select speech order
- Speech order will be decided via random draw with nominees
- Speeches are to be written at school prior to presenting at assembly. Each student will be given 30 minutes to prepare their speech, under the supervision of the Principal. Students will be given guidelines of things to include in their speech (Appendix 1)
- Nominees cannot use food, promises, gimmicks, etc in their speech to persuade student voters
- Voting will follow immediately after the speeches are completed

VOTING FOR CAPTAINS/VICE CAPTAINS

The voting process will proceed as follows:

- Eligible voters include: all Year 2-5 students; successful nominees; and all staff
- Using the preferential voting system, students and staff will vote for 2 boy and 2 girl candidates
- Staff vote is worth '2' votes
- Every staff member will have the opportunity to vote, regardless of their work day
- Positions will be filled in order of the number of votes received
- The Principal and Stage 3 Assistant Principal will be responsible for organising the secret ballot, as well as conducting the voting and counting the votes
- Results of the voting will be announced at the Annual Presentation Day Assembly



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

SOUTH WAGGA PUBLIC SCHOOL HOUSE CAPTAINS

SPEECHES FOR THE ROLES OF HOUSE CAPTAINS

- House captain processes to take place at the start of each school year
- Students will self nominate and are required to present a short speech at house meetings
- Voting will follow immediately after the speeches are completed
- Elected school leaders are ineligible for house captain positions

VOTING FOR HOUSE CAPTAINS

The voting process will proceed as follows:

- Eligible voters include: all Year 2-6 students; successful nominees of each house group and staff
- Students and staff will vote for 1 boy and 1 girl candidate
- House Captains will be filled in order of the number of votes received
- Lead 'house teacher' will be responsible for organising the secret ballot, as well as conducting the voting and counting the votes
- Results of the voting will be announced immediately at the house meetings



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

SOUTH WAGGA PUBLIC SCHOOL FIRST NATIONS LEADER

SPEECHES AND VOTING FOR THE ROLE OF FIRST NATIONS LEADER

- First Nations leader processes to take place at the start of each school year
- First Nations students in Year 6 can self nominate
- Students are required to present a short speech to First Nations peers
- Voting will follow immediately after the speeches are completed
- Results of the voting will be announced immediately at the meeting

SOUTH WAGGA PUBLIC SCHOOL MULTICULTURAL LEADER

SPEECHES AND VOTING FOR THE ROLE OF MULTICULTURAL LEADER

- Multicultural leader processes to take place at the start of each school year
- Multicultural students in Year 6 can self nominate
- Students are required to present a short speech to multicultural peers
- Voting will follow immediately after the speeches are completed
- Results of the voting will be announced immediately at the meeting

SOUTH WAGGA PUBLIC SCHOOL PARLIAMENTARIANS

SPEECHES FOR THE ROLES OF PARLIAMENTARIANS

- Parliamentary processes to take place at the start of each school year
- Year 6 students will self nominate and are required to present a short speech
- Elected school leaders are ineligible for Parliamentary positions
- Voting will follow immediately after the speeches are completed

VOTING FOR PARLIAMENTARIANS

The voting process will proceed as follows:

- Eligible voters: Stage 3 students
- Students vote for 6 students (1 -6)
- Parliamentarians will be filled in order of the number of votes received
- Stage 3 supervisor will be responsible for organising the ballot, as well as conducting the voting and counting the votes
- Badges will be presented at Foundation Day



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

ROLE RETENTION CRITERIA FOR YEAR 6 STUDENT LEADERS

South Wagga Public School expects its student leaders to behave in a courteous manner, engage in safe play, complete work to the best of their ability, wear full school uniform and participate actively in all school events. The Principal may revoke a School Leader's position if they:

- have been given a Formal Caution of Suspension or a Suspension
- display unacceptable behaviour
- fail to carry out their role
- do not adhere to the South Wagga Public School Student Leadership Charter (Appendix 2)
- do not adhere to the leadership pledge of office (Appendix 3)

If a School Leader's position is revoked, student will need to consistently display the core school values to gain their position back.

POSSIBLE ROLES OF SOUTH WAGGA PUBLIC SCHOOL LEADERS

ROLES OF CAPTAINS AND VICE-CAPTAINS

- Greet visitors and guests to the school
- Run, or assist with assemblies, special days and events including ANZAC Day and Presentation Day
- Help at Kindergarten Transition and settling these students into school life
- Liaise with school executive and teachers
- Represent South Wagga Public School at out of school and inter-school activities and events
- Other duties as negotiated

ROLES OF HOUSE CAPTAINS

- Hold house meetings before all major carnivals (Swimming, Athletics and Cross Country)
- Assist as required during major carnivals (Swimming, Athletics and Cross Country)
- Generate house spirit and encourage house members to perform at the best of their ability at sporting and school events
- Assist in the organisation of the sports shed
- Coordinate lunchtime sports sessions as required
- Assist teachers with setting up and organisation of equipment
- Speak at assemblies – reporting on sporting events
- Assist the running of the K-2 Athletics Carnival



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

ROLES OF FIRST NATIONS LEADER

- Assist in organisation of NAIDOC Week events
- Mentor and provide support to other First Nations students
- Acknowledgement of Country at assemblies
- Acknowledgement of Country at special events
- Represent the school at various events
- Consult with staff, students and community when needed

ROLES OF MULTICULTURAL LEADER

- Assist in organisation of Harmony Day events
- Mentor and provide support to other multicultural students
- Assist in organisation of special events
- Represent the school at various events
- Consult with staff, students and community when needed

ROLES OF PARLIAMENTARIANS

Prime Minister

- Opens each meeting and asks members and visitors to stand while the Parliamentary Prayer is read
- Welcomes any special guests, Class Representatives and visiting classes
- Asks the Speaker to conduct the Meeting

Speaker

- Asks the Parliamentary Secretary to read the minutes of the last meeting
- Asks the Ministers to report on any matters to be followed up from the last meeting
- Asks the Secretary to read any correspondence, and puts a motion to the meeting about any matters in the correspondence which requires action by Parliament
- Asks Class Representatives to put forward any proposals, which must be written out on the Proposal Forms. One copy is given to the Speaker, one copy to the Parliamentary Secretary, one to the proposing Member and one to the Minister who will follow it up if passed. The Speaker calls for a discussion about each proposal
- Asks for other Members to present their proposals
- Invites any Ministers or Members to make a statement to Parliament
- Calls the meeting to order and warns members who are speaking out of turn or not following the rules of Parliament that they will be ejected from the meeting



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

Parliament Secretary

- Records the details of each meeting and writes these notes ready for printing
- Reads the minutes of the previous meeting
- Announces at an assembly the date of the next meeting
- Writes letters and reads letters to the meeting
- Organises the roster for class visits

Leader of the Opposition

- Reads the minutes thoroughly and advises each meeting if a Minister has failed to follow up a motion, or has not taken the correct action
- Advises the Speaker if the rules of Parliament are not being followed
- Counts the Members' votes when asked to do so by the Speaker

Minister for Education

- Converses with assigned teacher on issues relating to educational activities for the students
- Assists in the organisation of special days
- Assists with the presentation of special awards at assemblies
- Reports to Parliament from time to time

Ministers for the Environment

- Meets with assigned teacher
- Presents the Environment award at assembly
- Organises the recycling collections from the classroom
- Advises the office when the recycling bins have to be emptied
- Organises activities relating to playground and garden tidiness
- Organises teams of volunteers when gardens have to be watered, tidied or rubbish cleared away
- Reports to Parliament from time to time

Minister for Functions and Fundraising

- Liaises with assigned teacher
- Assists in organisation of special days
- Sets up Gym for Parliament Meetings
- Makes recommendations to Parliament about the fundraising activities planned for the year
- Reports to Parliament from time to time
- Runs music at assemblies



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

Minister for Safety

- Liaises with assigned teacher
- Reports any areas where it is unsafe for students to play
- Monitors safety of students
- Takes notice when students enter and leave school incorrectly and issue warnings at Parliament
- Reports to Parliament from time to time

Minister for Health

- Liaises with assigned teacher
- Checks that canteen lines are orderly
- Keeps the lost property cupboard tidy and arranges end of term displays of lost property
- Checks that toilet cisterns are not left running
- Advises teachers when stocks of soap and toilet paper need to be replenished

Minister for Recreation

- The Minister for Recreation is the elected spokesperson from the House Captains
- Liaises with assigned teacher
- Reports to the Parliament on matters related to equipment, special activities

EVALUATION

This policy will be reviewed as part of a three-year review cycle

Student leadership policy developed Term 4, 2023

Review Term 4, 2026

P&C consulted and endorsed Term 4, 2023



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

Appendix 1: GUIDELINES FOR CAPTAIN & VICE CAPTAIN

Possible ideas to include in a speech for school leadership:

- Why do you want to be a school leader?
- What are the personal qualities expected of a leader and how have you demonstrated these qualities?
- What are the responsibilities expected of a leader?
- Provide detailed examples of when you have displayed our school values of Connectedness, Respect, Responsibility.
- Discuss any previous experiences you have had being a leader/ role model.
- Describe your involvement in the life of the school.
- Explain how you will make a difference to South Wagga Public School.

Students may include additional material.

Speeches should be no longer than three minutes in length.



SOUTH WAGGA PUBLIC SCHOOL

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

Appendix 2: STUDENT LEADERSHIP CHARTER

South Wagga Public School values the leadership roles that Year 6 students exhibit within the school.

Your child will undertake a major commitment to South Wagga Public School as Senior School Leaders (School Captain, Vice Captains, House Captains, Parliamentarians) and will play a key role in the school leadership team.

As such, the school expects all the leadership team to adhere to the following at all times:

ROLES

- To lead students from K-6
- To represent the school at special events
- To participate fully and responsibly in all school activities
- To complete jobs/responsibilities as asked by teachers or the school executive team
- To lead assemblies
- To assist students and teachers and to demonstrate a willingness to perform extra duties in own time

RESPONSIBILITIES

- To set a good example to all students
- To wear complete school uniform at all times, including leadership badge, school hat, black shoes/joggers, navy socks, blue/gold hair ribbons/bands etc. We ask for parental support in ensuring the correct full school uniform is worn at all times
- To be fully prepared and punctual for the activity/event in which you are participating in
- To behave appropriately at all times, in all situations
- To follow SWPS core values
- Adhere to Leadership Pledge

CONSEQUENCES

- If a student leader breaches the charter by not fulfilling their commitments, the Principal will issue a formal warning
- Should a school leader then fail to fulfil his/her roles and responsibilities they will lose their leadership position



**SOUTH WAGGA
PUBLIC SCHOOL**

140 Edward Street, Wagga Wagga, 2650
Ph: 69212947 sthwagga-p.school@det.nsw.edu.au

Appendix 3: LEADERSHIP PLEDGE OF OFFICE

South Wagga Public School Pledge of Office

We, as School Leaders, promise to carry out our duties in such a way that we assist the Principal and staff in making our school a better place in which we can all work and play.

By our behaviour, we will uphold the good name of our school and be a good example for our fellow students who will be led and guided by us to the best of our abilities.