

# Leadership Policy

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## 1.0 Rationale

School Captains are elected annually to represent the school student body. These positions carry with them the highest honour and are to be considered as a very important part of school organisation.

House captains represent the members of their house. These positions are important to the school organisation, and in the organisation of sporting activities.

All Year 6 students will be given the opportunity to be considered for school leadership positions, and opportunities for leadership responsibilities will be created during the primary years. All Year 6 students will have a position of responsibility. Refer to appendix 1

### (a) ROLES OF CAPTAINS and OTHER POSITIONS

- Running assemblies, welcoming guests
- Peer mediation - buddy system
- House events
- Excursions
- Presenting school information
- Compering musical evenings and presentations.
- Promotion of excellence
- Provision of leadership for fellow students
- Promotion of CEPS at special events

### (b) ATTRIBUTES

- Good role model for other students
- Demonstrates awareness of and respect for teachers, students and school guidelines
- Reliable, responsible and cooperative
- Courteous, polite and well mannered
- Displays initiative

### (c) SELECTION PROCESS

- Staff are required to inform children and make them aware of the requirements of the role, the process that will take place, and to assist them with their presentations.
- The election will be completed no later than the end of February, the date to be announced in the newsletter.
- School Captains (boy and girl) and House Captains (2 representatives from each of the four houses) will be elected from Year 6. Two vice captains will be elected for each house from Year 6.
- School Captains will be elected by the students in Year 5 and 6. House Captains will be elected by the House members in Years 4, 5 and 6. Boys and Girls will vote for all captains. These elections will closely follow the procedures for preferential ballots. The students nominating for the position will present a policy speech, and a secret ballot will follow. Teachers will count the votes.
- The Principal and Staff will have the right to veto any election result. This veto is to be used whereby a candidate is deemed unsuitable for the position. This veto will not be made public under any circumstances. Any child who has been suspended



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during the current term or the preceding two terms, either formally or informally will automatically be disqualified from an elected leadership position.

- If an elected captain leaves the school during the year, another ballot will be undertaken, following the above guidelines.

## (d) NOTIFICATION PROCESS

- Announcement of the successful candidate will be made to the Year 5 and 6 children prior to the presentation assembly. Letters inviting the parents to the assembly will be mailed. Children who participated in the process will be acknowledged for their efforts.
- An “identity” will be invited to present the badges to the captains.

## OTHER LEADERSHIP POSITIONS

The election of Junior School Councillors will be conducted at Year level. This will be a secret ballot and the class teacher will have the right of veto, together with the Principal. A child will not be able to serve on consecutive Junior School Councils.

In addition to the above positions, children will be encouraged to accept responsibility by undertaking such tasks as:

- class monitors
- library monitors
- hall management team
- sports equipment monitor
- buddies
- gardening monitors
- office monitors



## Appendix 1

### **Gardening Monitor**

- Monday, Wednesday and Friday – sprinklers (if water restrictions allow)
- Autumn – sweep and dispose of leaves
- Hand watering of plants
- Clean up tasks if required
- Weeding and Trimming

### **Resource Centre Monitor**

- Shelve Books
- Put away returns
- Borrow and return picture story books for the junior Years
- Help with displays
- Ensure that the computers and monitors are turned off at the end of the day
- Tidy Computer Room and Library

### **Office Monitor**

- Be responsible for attaching the flag to the flag poles in the morning and removing in the evening.
- Count and distribute notices
- Print and staple newsletters
- Absentee messages to class

### **House and Vice Captains**

- Run house meetings when necessary to encourage participation in sports events and Yard Duty up dates
- Organise teams for swimming, cross country and athletics carnival
- CEPS Kids are Friendly Kids weekly announcements

### **Sport Monitor**

- Keep the sports shed neat and tidy
- Label any new equipment the school acquires
- Organise the sports bins for each Year
- Set up any sports equipment needed for classroom teachers, sports practice and inter-school sport
- Help organize school sports carnivals
- Pump up balls when needed
- Set up Bike Education

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## **Uniform Monitor**

- Collect any lost property and return named items to children
- Keep the lost property area neat and tidy

## **Bike Shed Monitor**

- Lock the Bike Shed after assembly each morning
- Un lock the Bike Shed at 3:30 pm each day
- Check the Bike Shed at recess to ensure that all bikes are secure and lock up any bikes that have been left out of the shed.
- Ensure that students are safe at all times when riding in the school grounds. Report any unsafe behavior to a teacher.

## **School Captain**

- To be a representative for CEPS and behave appropriately at all times
- Conduct Monday morning assembly
- Make speeches to thank important guests for visiting the school
- To assist staff in designated duties

## **Canteen Monitor**

- Responsible for collecting lunch order tubs at start of the day
- Promoting special lunch days in the Canteen
- Assisting with the Canteen sales when required.