Introduction:

At St Andrew’s we are committed to providing quality education through a partnership among teachers, children and parents. Opportunities for student leadership provide a forum for student involvement in some areas of decision making. We want our leaders to be people of service who are willing to contribute and make a difference to their school.

Rationale:

- To provide a forum whereby students can participate in some decision-making processes of the school to be a voice for the students
- To develop student responsibility for the implementation of school activities
- To enhance students’ sense of connectedness to the school

Guidelines:

- Student leadership involves School Leaders, SRC and House Captains
- Students will be provided with opportunities during their schooling to develop leadership skills
- Students will be recognised in their leadership positions by wearing a badge stating their position
- All Year 6 Students will develop a sense of team spirit and have the opportunity to participate in active leadership by belonging to a nominated team

General Roles and Responsibilities:

- Consistently support and promote the school’s BEST values
- Participate in ongoing leadership training provided by the school
- Represent the school at all official occasions and welcome visitors
- Conduct school tours for prospective parents during enrolment month and at other times as requested by the Principal.
- Wear the school uniform correctly and with pride
- Organise and attend meetings when required
- Public addresses/speeches as necessary
- Work with SRC and staff to plan and promote whole school activities
- Mentor the incoming leaders in Term 4
- Coordinate community service and fundraising projects.
- Be involved in developing policies that affect students such as: Cyber-safety policies, procedures and practices, BEST
- Report feedback to students at assemblies
- Be a positive role model for all other students
- Serve the school community and represent the student body
Student Representative Council (SRC)

The SRC is the Executive of Student Leadership and is representative of all classes. Student representatives are elected from Years 3-6. It is a forum for raising issues concerning students, development of projects and ideas and working with the Principal and Wellbeing Leader. All Leadership groups will bring all proposed activities before the SRC.

Selection and Appointment of SRC:

1. Nomination by self or other
2. Selected by teacher and class at the beginning of the school year with a class vote

Roles and Responsibilities:

- To be an active voice for the students in their class and for a junior class
- Act as liaison between the school leadership team and the students
- Attend SRC meetings and work with the school leaders as necessary
- Assist with planning whole school events eg. Harmony Day
- Plan and prepare morning tea for teachers on World Teachers' Day

Year Six Leadership Portfolios:

- The Portfolio positions will be made up of two School Captains, two Vice Captains and two Captains each for:
- All Year Six students are considered to be leaders and will therefore be members of a designated leadership team

Selection Criteria:

- Consistently model the school’s Best Values
- Ability to clearly articulate the qualities required of a school leader
- Ability to demonstrate personal leadership qualities
- Ability to demonstrate a pride in the school and commitment to the role
- Ability to demonstrate respect for students, teachers and adults
- Ability to demonstrate being a good role model to other students
- Understand responsibility attached to being a representative of other students
- Ability to demonstrate initiative and generate ideas
- Ability to problem solve
- Demonstrate time management and organisational skills
- Ability to communicate effectively and work as a team member
Procedure for Selection of Leaders is outlined here:

School Captains Selection Process and Timeline:

- In Term Three, Week Six, students in Year Five are told about the upcoming School Captain Election. If they are interested in the role of School Captain they will be required to attend two lunchtime briefing sessions where the Role Description and Selection Criteria are presented.

- Interested students will then write a speech addressing the criteria to explain why they should be elected.

- Speeches will be delivered to the Year Four & Five students, with only the Year Five students voting with the purpose of short listing the top 5 applicants.

- Speeches will be held in the first week Term 4.

- Short listed candidates will then attend an interview with the Principal and the Deputy. The appointment will be made by the Principal from the shortlisted candidates.

House Captains Selection Process and Timeline commences once School Captains have been finalised:

- Students in Year Five who wish to nominate for the House Captain positions will also be required to attend two lunchtime briefing sessions where the Role Description and Selection Criteria are presented.

- These meetings will be held in Week One of Term 4.

- Students will then write a formal application letter addressing the criteria and submit to the Principal by the end of Week Two. The applicants will have an interview with the Principal and Deputy. The appointment will be made by the Principal, in consultation with relevant staff members. The selection process will be conducted in the first half of Term 4.
Other Year Six Leadership Portfolio Selection Process and Timeline:

In the second half of Term 4, once School Captains and House Captains have been appointed, all Year Five students will participate in a two week Leadership Program, specifically designed to teach the responsibilities, dealing with challenges, attributes and qualities of leadership. After this the selection process for the remaining leadership positions will be as follows:

- In Week 7 students will submit an application to the Principal
- Appointment will be made by the Principal and Deputy in Week 8
- All other students who have do not have a designated role will be asked to nominate to be on one of the leadership teams placing preferences from 1-7
- Students will be allocated to a team

*It is important to note that while not all students will get their first preference, they are being called to show leadership and contribution to the school community and should regard it as valuable learning.*

Role Description of Portfolio Positions:

**School Captains:**

- Work with a designated staff member
- Consistently model the BEST values
- Chair the SRC, prepare Agenda, Minutes and arrange meetings
- Bring the school flag to Liturgies and be responsible for the flag mast
- Promote the school in a variety of ways
- Host and run Assemblies and liaise with teachers to prepare Assembly items as required
- Write Thank-you letters to Parents and Friends, invitations and the like
- Lead "Acknowledgement of the Land" at all school functions
- Organise and coordinate playground referees, to facilitate games
- Promote Buddy Activities in the school
- Promote community partnership events in the school
- Assist with the running of lunchtime clubs and activities such as book club, chess club
- Coordinate community response to support people affected by natural disasters
- Assist with Fundraising
- Work with other teams on agreed projects
House Captains Roles and Responsibilities:

- Work with a designated staff member to organise house activities
- Consistently model the BEST values
- Promote healthy through sporting events
- Promote and organise student involvement through House Competitions in Drama, Debating, Music, Writing, Sport at lunchtimes
- Work with other student leaders on agreed projects

Social Justice Leaders:

- Work with the Religious Education Leader to report and highlight significant events in Religious Education at Assembly on the Radio station and school newsletter
- Consistently model the BEST values
- Assist R.E. Leader with the organisation of school Masses and Sacramental programs
- Setup R.E. displays in the foyer
- Promote annual Caritas Appeal during Lent to support Project Compassion
- Coordinate annual collections for various charities as nominated
- Raise the school community’s awareness of social justice issues and needs by modelling and encouraging students to participate in appropriate social action via Assembly, Radio station, Newsletter
- Promote Social Justice Action Days to learn more about, and to support children living in poverty and get involved in making a difference through activities such as: Mission week, Poverty week
- Work with other student leaders on agreed projects

ICT & Cybersafety

- Work with a designated staff member to promote safe online practices
- Consistently model the BEST values
- Organise activities for Safer Internet Day and eSmart Week
- Assist with the maintenance and care of ICT equipment in the school
- Share their Knowledge of ICT with teachers and other students
- Work with other student leaders on agreed projects

BEST Events

- Work with a designated staff member and staff to promote the BEST values and behaviours in our school
- Consistently model the BEST values
- Prepare and laminate BEST Certificates for students (whose names have been forwarded to them by staff) and hand them out at Assembly
- Create Posters and other visual displays to put up around the school to remind students to do their BEST
Media Leaders:

- Work with a designated staff member to manage Radio
- Consistently model the BEST values
- Write scripts for weekly show
- Organise guests for radio show
- Liaise with other teams and school community members to promote current events and activities in the school
- Provide opportunities for students to be guests on the radio and to maximise participation
- Work with other teams on agreed projects

Environment Leaders will:

- Consistently model the BEST values
- Work with a designated staff member to raise awareness about environmental issues both in our school, local and global community
- Organise “Nude Food Days”
- Organise “Walk to School Days”
- Work with other student leaders on agreed projects

The Arts Leaders will:

- Work with designated staff member
- Consistently model the BEST values
- Assist with the organisation of Music activities
- Assist with the organisation of Art activities
- Assist the LOTE teacher with the organisation of Italian Day
- Award certificates and prizes
- Organise talent quests
- Host Music Assemblies
- Work with other student leaders on agreed projects

Evaluation:
Roles and responsibilities of student leadership will be reviewed annually. Mention of children’s roles and responsibilities will be made in mid-year and end of the year reports.

This policy was last reviewed by the Staff on ___________ October 2016