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 TAKE ACTION MAKE A DIFFERENCE

Purpose:

1. To provide a forum whereby students can participate in some decision-making processes of the school
2. To develop student responsibility for the implementation of school activities
3. To enhance students' sense of connectedness to a P-6 group within the school

Guidelines:

1. Student leadership involves School Leaders, SRC and Sports Captains
2. Students will be provided with opportunities during their schooling to develop leadership skills
3. Students will be recognised in their leadership positions by wearing a badge stating their position
4. Students will develop a sense of team spirit by belonging to a nominated team

General Roles & Responsibilities:

1. Participate in leadership training by attending the annual Young Leaders Day with the Principal/Wellbeing Leader
2. Represent the school at all official occasions including the Beginning School Year Mass at St. Patrick's Cathedral and the RSL Day Ceremony for schools
3. Represent the school at the annual Junior Mayor Competition promoted by the City of Kingston
4. Welcoming visitors into the school
5. Conduct school tours for prospective parents during enrolment month and at other times as requested by the Principal Support and promote the school values and behave in accordance with those values
6. Wear the school uniform correctly and with pride
7. Organize and attend meetings when required
8. Public addresses/speeches as necessary
9. Work with SRC and staff to plan and promote whole school activities
10. Mentor the incoming leaders in Term 4
11. Coordinate community service and fundraising projects.
12. Be involved in developing policies that affect students such as: Cybersafety policies, procedures and practices
13. Report feedback to students at assemblies
14. Be a positive role model for all other students
15. Serve the school community and represent the student body

Student Leaders:

Student Representative Council SRC

The SRC is the Executive of Student Leadership and is representative of all classes. It is a forum for raising issues concerning students, development of projects and ideas and working with the Principal and Wellbeing Coordinator to implement these aforementioned. All Leadership groups will run all proposed activities before the SRC.

Selection and Appointment:

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

Roles and Responsibilities:

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

Appointment:

1. The leaders are chosen from Year 6 students
2. SRC representatives are selected from years 3-6
3. All students have the opportunity to nominate themselves.
4. Nominations involve completing an application form, nominating for two positions and if short-listed, present for a short interview with a selection panel of the principal or deputy, the level coordinator, and the Wellbeing Leader or the coordinator responsible for portfolio. The school Captain will be appointed before other leaders.
5. The Senior teachers will short-list students to be interviewed
6. The selection panel interviews the short-listed students and selects the students to be appointed as school leaders
7. The leaders will be made up of two School Captains, four leaders for The Arts, Liturgy, Social Justice, Environment and Wellbeing Portfolios and 6 for the Media Portfolio.
Selection Criteria:

1. Ability to clearly articulate the qualities required of a school leader
2. Ability to demonstrate personal leadership qualities
3. Ability to demonstrate a pride in the school and commitment to the role
4. Ability to demonstrate respect for students, teachers and adults
5. Ability to demonstrate being a good role model to other students
6. Understand responsibility attached to being a representative of other students
7. Ability to demonstrate initiative and generate ideas
8. Demonstrate time management and organisational skills
9. Ability to communicate effectively and work as a team member

Process and Timeline:

1. School Captains Selection Process
   - Teachers talk to children and go through the selection policy in particular the guidelines, roles and expectations. (This process will commence in Week 10 of Term 3) Focus on Take Action Make a Difference
   - Children then nominate for School Captain by end of week 10 and complete speech during Holidays. All students will have a copy of the criteria and role description
   - Speeches—voting by peers and staff in Week One, Term Four
   - Shortlisted 10 fill out Application form
   - Shortlisted go before the selection panel (Week 2)
   - School Captains selected by end of Week 2

2. School Leaders and Sports Captains:
   - Complete application forms Week Three shortlisted by Senior School Staff and then present for panel selection in week 4.

Portfolio Roles and Responsibilities:

School Captains:

3. Chair the SRC, prepare Agenda, Minutes and arrange meetings
4. Bring the school flag to a,; Liturgies and be responsible for the flag mast
5. Promote the school in a variety of ways including the Principal’s Blog
6. Weekly wrap up of what is happening in the school
7. Announce Student of the Week at assemblies
8. Host and run Assemblies and liaise with teachers to prepare Assembly items
9. Write Thank-you letters to Parents and Friends, invitations etc.
10. Lead "Acknowledgement of the Land" at all school functions
11. Work with the Wellbeing Leader and Community Leader
Wellbeing Leaders will:

1. Work with the Wellbeing Leader
2. Organise and coordinate playground awards
3. Promote Better Buddies and Buddy Activities in the school
4. Be members of the school eSmart team and participate in meetings as required
5. Promote community partnership events in the school
6. KidSpace – a "safe" play area for kids – organise games and activities students may enjoy - two lunch sessions: One for Prep – 3 and One for 4-6

Media Leaders will:

1. Work with the Principal and Community Leader to manage Radio Station
2. Organise items for the school newsletter about events happening in the school
3. Organise podcasts to be inserted onto the school’s portal
4. Hand out the certificates during school assemblies
5. Coordinate the sale of Anzac badges, Rep Poppies, Legacy badges etc
6. Acknowledge significant events in the lives of students and staff in the school newsletter

Environment Leaders will:

1. Work with the Environment Leader - Middle School Coordinator
2. I See, I Care Ambassadors promote and raise awareness about the impact of waste on marine life and our environment – teaching other kids at school in collaboration with staff
3. Assist in implementing areas of sustainability
4. Organise "Rubbish Free Lunch Days"
5. Organise "Walk to School Days"
6. Organise the collection of recycling and composting bins each Friday
7. Promote environmental initiatives to help achieve "5 Star Sustainability Accreditation"
8. Promote environmental awareness and community events with students at assemblies, through newsletters, blogs, Radio station and the wider community

Liturgy Leaders will:

1. Work with the Religious Education Leader to report and highlight significant events in Religious Education at Assembly, through the RE blog, on the Radio station and school newsletter
2. Assist R.E. Leader with the organisation of school masses and sacramental programs
3. To be responsible for bringing up the school flags in the procession for all school liturgies
4. Setup R.E. displays in the foyer
5. Promote annual Caritas Appeal during Lent to support Project Compassion
6. Coordinate annual collection for St Vincent de Paul at Sacred Heart Mass
Social Justice Leaders will:

1. Work with the Senior School Coordinator
2. 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, Blogs
3. 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
4. SCOPE - raise awareness f people with living with disability
5. Coordinate annual collection of foodstuffs to make up Christmas Hampers for needy people in the local community
6. Coordinate community response to support people affected by natural disasters

The Arts Leaders will:

1. Assist Music teacher to organise Music activities
2. Assist with organising Arts activities
3. Organise book club, chess club,
4. Italian Day
5. Award certificates
6. Work with the Year 1/2 Coordinator

Sports Captains:

Appointment:

Year 6 children are eligible to apply and be appointed as Sports Captains and Vice Captains by the PE Teacher and 2 Year Six Teachers, after lodging a written application addressing the following criteria:-

1. Potential for Leadership
2. Previous sporting participation
3. Attitude towards organisation and responsibility as displayed in PE class and general school life, sportsmanship

Roles and Responsibilities:

1. Predominantly manage pupils’ sport and recreation needs and any functions where the Sport’s Team or competition is involved
2. Responsible for distribution and collection of sports equipment
3. Assist in the organisation of Sports together with the Sport Teacher/s
4. Organise and umpire lunchtime games for 3-6 students
Process:

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Role of the Teacher Mentor/Leader:

1. Meet with student group regularly
2. Support the student group with resources, personnel or any other assistance as required by the students
3. Provide guidance and encouragement

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 ... September 2012