



Student Leadership Guidelines

Student Council Voting Guidelines

Background

The development of student leaders is a priority of the Hyden Primary School 2023-2025 Business Plan. Historically, there have been different models of student leadership at HPS. Such models have included students nominating for and being voted in by their peers and staff for School Captain and Faction Captain positions while other Year 6 students have automatically been assigned the position of Student Councillor.

As we implement the needs-based Circle of Courage philosophy at HPS, we recognise that by supporting students to perform the role of student leader successfully, students have additional opportunities to have the four Circle of Courage needs met within the school environment. This benefits students in the quest for leading respectful, caring and productive lives. These needs are:

- Belonging – to be a worthy part of a group or community and build meaningful relationships
- Mastery – to be competent and successful at something
- Independence – to be self-reliant and make responsible decisions
- Generosity – to find a purpose beyond oneself

In other words, all students can benefit from having opportunities to develop leadership skills and contribute positively to their school community.

Communication with Parents

A letter explaining the process of student leadership elections must be sent home to parents by the end of Week 1 Term 4 (Appendix A).

Structure and Allocation of Positions

There are several positions that are required to be filled by Year 6 students every school year (see table below). These include School Captains, Faction Captains and Portfolio Leaders. School Captain and Faction Captain positions are fulfilled following a voting process. Students who do not nominate or are not elected to a Captain position will fulfil Portfolio Leader positions. Portfolios will be determined by staff taking into account school priorities, student strengths and interests.

The following table demonstrates the process for filling roles when there are **more than six** Year 6 students and when there are **less than six** Year 6 students in a given year.

Role	Number of positions	More than SIX Year 6 students	Less than SIX Year 6 students
School Captain	2	Two Year 6 students	Two Year 6 students
Faction Captain	4 (2 per faction)	Four Year 6 students	Remainder of Year 6 students plus Year 5 student(s) who have been voted in
Portfolio Leaders - portfolios determined each year e.g. environment, community, culture, technology	Minimum 1 per portfolio, dependent on the number of Year 6 students each year	Remainder of Year 6 students with a minimum of one student per portfolio. If more students than positions, additional portfolio positions will be created in consultation with staff and students	At the discretion of the principal – consider opening positions to Year 5 students via self-nomination

Note. If a Year 5 is a Faction Captain or Portfolio Leader one year, they can also nominate for captain or leadership positions the following year.

Roles & Responsibilities

Responsibilities of each role are described in Appendix B.

Training and Support

Each student leader position will be assigned a member of staff to support students perform their role. Responsibilities of the staff member include:

- Convening students for a meeting at least once per term
- Supporting students to perform the leadership responsibilities assigned to their position

Nomination Process

- Positions will be advertised during Term 4 for the following year.
- All Year 6 students can nominate for School Captain, Faction Captain or both (depending on student numbers that year).
- All students, regardless of whether they nominate for a Captain position must also nominate for two portfolio leader roles. All students need a teacher and a student to endorse their nomination (See Appendix C).
- All students require signed parent acknowledgement of their nomination (See Appendix C).
- All students will prepare and deliver one leadership nomination speech at a special school assembly for students and staff.

Voting and Election of Captain Positions

- Pre-Primary – Year 6 students will be eligible to vote (through an anonymous voting process) after hearing nomination speeches. All staff who do not have a child (**related to them**) as a nominee will also vote.
- Students will be listed on the voting slip in the order of a number they have drawn from ‘a hat/bucket’. Students will draw out a number in alphabetical order based on their surname.
- Separate voting slips are provided for School Captain, Forrest Faction Captain and O’Connor Faction Captain positions.
- Faction Captains are voted for by students from the same faction, all students vote for Student Captain positions.
- Staff and student votes have the value of 1 point.
- Voters vote for their first, second and third preference for each role as indicated by a ‘1’ (first choice), ‘2’ (second choice), ‘3’ (third choice).
- Votes will be tallied as followed:
 - ‘1’ = 3 points
 - ‘2’ = 2 points
 - ‘3’ = 1 point
- The two students with the highest number of points will be offered the position. If a student has nominated for two positions and has the highest number of votes for both positions, they will be offered the choice of positions. For the position that the student does not choose, the student with the third highest number of votes in that category will be offered the position.
- In the instance that two or more students ‘tie’ for the second position in any category, the student with the highest number of points tallied from first and second preference votes will be awarded the position.
- Votes will be counted by the principal and another staff member.
- Year 5 students, their parents and staff will be advised of the election results prior to the End-of-Year Concert.
- Students and parents will be required to sign a Captain agreement that outlines the student’s role responsibilities, the conditions that the student must meet to retain their School or Faction Captain position and the conditions under which the student may be stood down temporarily or permanently from their role (Appendix D).

Selection of Portfolio Leaders

- Students will be allocated to leadership portfolios by the principal, current classroom teacher and another member of staff. Allocations will consider student preferences and the minimum and maximum number of students required for each portfolio.

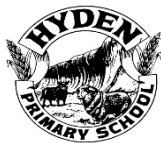
- Students and parents will be required to sign a Portfolio Leader agreement that outlines the student's role responsibilities, the conditions that the student must meet to retain their leadership position and the conditions under which the student may be stood down temporarily or permanently from their role (Appendix E).

Presentation of Captains and Portfolio Leaders

- Elected Captains and selected portfolio leaders will be presented with a certificate at the End-of-Year Concert. Badges will be presented at a morning tea hosted by the principal in the first week of Term 1.

Change to Positions

- After the election process, any Year 6 students new to the school will be assigned to a leadership portfolio.
- If School Captains or Faction Captains leave during the year, voting results will be consulted and the student with the next highest number of results will be assigned the role.
- If a student is permanently stood down from their Captain position, the student with the third highest number of points from the initial election will be awarded the position of Deputy Captain for the remainder of the school year.



[Year] Student Leadership Roles

[DATE]

Dear Parent/Guardian,

The development of student leadership skills is a priority of the Hyden Primary School 2023-2025 Business Plan.

As we implement the needs-based Circle of Courage philosophy at HPS, we recognise that by supporting students to perform the role of student leader successfully, students have additional opportunities to have the four Circle of Courage needs met within the school environment. This benefits students in the quest for leading respectful, caring and productive lives. These needs are:

- Belonging – to be a worthy part of a group or community and build meaningful relationships
- Mastery – to be competent and successful at something
- Independence – to be self-reliant and make responsible decisions
- Generosity – to find a purpose beyond oneself

In other words, all students can benefit from having opportunities to develop leadership skills and contribute positively to their school community.

This term, all Year 5 students will be required to nominate for a student leadership position commencing next year. Positions include School Captain, Faction Captain and Portfolio Leader. Please find attached the list of responsibilities assigned to each role. Students must have their nomination form endorsed by a staff member and another student, then signed by a parent.

All students will prepare and deliver a speech to staff and students who will vote for Captain positions. Students who choose not to nominate or are not elected to a Captain position will be allocated to a Portfolio Leader position. Students will be allocated to leadership portfolios by the principal, current classroom teacher and another member of staff. Allocations will consider student preferences and the minimum and maximum number of students required for each portfolio.

Year 5 students, their parents and staff will be advised of the outcome before the End-of-Year Concert. A Student Leadership Position agreement will be provided for students and their parents to acknowledge and sign. Student leaders will be announced and receive a certificate at the End-of-Year Concert and leadership badge presented at a morning tea hosted by the principal in the first week of Term 1.

Kind regards

[name]

Principal



Student Leadership Position Responsibilities

All Positions
<ul style="list-style-type: none"> • Uphold the school values • Meet with the student leader mentors at least once per term • Present an update at school assemblies • Provide an update once a year for the school newsletter • Help select books for the library and organize displays for the front office related to leadership area • Help set up and run technology at school events
School Captain
<ul style="list-style-type: none"> • Represent the school at special events • Host special guests • Run the weekly assembly, term assembly and special events such as Remembrance Day • Work with the principal to gather student voice about school initiatives once per year • Supporting classmates to perform their classroom duties e.g. flag raising, bell ringing
Faction Captain
<ul style="list-style-type: none"> • Represent their faction at carnivals • Accept shields at carnivals • Present a faction captain report at assemblies • Hand out / pack up sports equipment at break times • Collaborate with the PE teacher / Sports Carnival Coordinator to ensure equipment is well maintained and organised for training and carnivals • Support fundraising and organizing of Footy Colours Day
Environment Portfolio Leader
<ul style="list-style-type: none"> • Work with the Principal and other staff to develop and implement sustainability and / or environmental initiatives • Provide ideas, and help organize and lead environment related activities e.g. National Recycling Week • Promote sustainability, composting and recycling across the school, including • Manage the 'Grow Free' cart • Liaise with the gardener to develop and implement ideas related to improving the grounds • Liaise with the kitchen garden coordinator in relation to kitchen garden initiatives including the menu
School Culture Portfolio Leader
<ul style="list-style-type: none"> • Work with Principal and AIEO to progress the school's Aboriginal cultural responsiveness goals • Provide ideas, and help organise and lead culture related activities e.g. NAIDOC week celebrations and Harmony Week • Lead the acknowledgement of country at school events • Share information about Noongar seasons at assemblies • Choose themes for lunch time clubs and work with staff to prepare and run the clubs on a roster system
Wellbeing Portfolio Leader
<ul style="list-style-type: none"> • Work with the Principal and school chaplain to design and implement student wellbeing initiatives • Provide ideas, and help organise and lead wellbeing related activities e.g. Friday dance, R U Okay day • Provide buddy support for new students • Choose themes for lunch time clubs and work with staff to prepare and run the clubs on a roster system • Provide student voice in the development of wellbeing based plans and procedures

* Responsibilities may be reviewed and changed throughout the year to meet student leadership training needs or if other opportunities arise.

2024 STUDENT LEADER ELECTIONS

NOMINATION FORM

1. Student Nominee

First Name: _____ Last Name: _____

I _____ understand the roles and responsibilities of student leaders at Hyden Primary School and would like to nominate for the following positions:

Captain Position (School or Faction)

Portfolio Position

1st preference: _____ 1st preference: _____

2nd preference: _____ 2nd preference: _____

I will endeavour to uphold the school values and perform the responsibilities of the role to the best of my ability.

Signature: _____

2. Supporting Student

First Name: _____ Last Name: _____

Signature: _____

2. Supporting Staff Member

First Name: _____ Last Name: _____

Signature: _____

3. Parent/Guardian Acknowledgement

I understand that my child is nominating for a School and/or Faction Captain and/or Portfolio Leader position at Hyden Primary School and acknowledge their standing as a student leader is subject to their commitment in upholding the school's values, behaviour expectations and the responsibilities assigned to the role.

First Name: _____ Last Name: _____

Signature: _____

Appendix D

Example of voting slips

Saved at: S:\AdminShared\Administration Staff\100 Administration\109 Policy\Student Council Voting Guidelines\Voting slips



2024 Year 6 School Captain
Voting Slip

Name	Photo	1 = 1 st choice 2 = 2 nd choice 3 = 3 rd choice



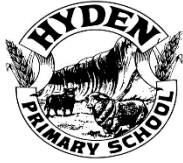
2024 Year 6 Faction Captain
Voting Slip

O'Connor		
Name	Photo	1 = 1 st choice 2 = 2 nd choice 3 = 3 rd choice



2024 Year 6 Faction Captain
Voting Slip

Forrest		
Name	Photo	1 = 1 st choice 2 = 2 nd choice 3 = 3 rd choice



School & Faction Captain Agreement

I _____ understand that as a Captain I am responsible for:

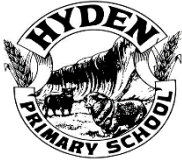
- Being a positive role model to other students at Hyden Primary School (HPS) by
 - i. Demonstrating the school's expected behaviours as outlined in the HPS rights and responsibilities table
 - ii. Upholding the HPS school values
- Performing the duties assigned to my position to the best of my ability (see attachment – Appendix A)
- Attending student leader meetings at least once per term
- Maintaining good standing at HPS

I understand that a breach of this agreement may lead to my Captaincy being temporarily or permanently revoked.

Student Signature: _____ Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____



Portfolio Leader Agreement

I _____ understand that as a Portfolio Leader I am responsible for:

- Being a positive role model to other students at Hyden Primary School (HPS) by
 - i. Demonstrating the school's expected behaviours as outlined in the HPS rights and responsibilities table
 - ii. Upholding the HPS school values
- Performing the duties assigned to my position to the best of my ability (see attachment – Appendix A)
- Attending student leader meetings at least once per term
- Maintaining good standing at HPS

I understand that a breach of this agreement may lead to my leadership position being temporarily or permanently revoked.

Student Signature: _____ Date: _____

Parent/Carer Name: _____

Parent/Carer Signature: _____ Date: _____