STUDENT LEADERSHIP GUIDELINES

North Cottesloe Primary School encourages all staff, students and community members to have pride in themselves and their school. Our ERIC values; Excellence, Respect, Integrity and Care are central to all school pursuits, including the opportunity for student voice and student leadership.

Purpose
These Guidelines outline processes and practices for:

- the School Prefects (consisting of 8 students) and Student Council (1 rep from each class, each semester);
- the Green Team (consisting of 6 students); and
- the Faction Leaders (consisting of 12 students, 4 from each faction)
- the Tech Team (consisting of 4 students)
- the Music Captains (consisting of 2 students)

Prefects
Eight student prefects are elected from members of the Year 6 cohort. The distribution of male and female prefects must be proportional to the distribution of students in the Year 6 cohort.
The Prefects form the executive of the Student Council and are the Council Office Bearers;

- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- Public Relations
- Staff Liaison
- Events Manager
- Fundraising Officer
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All students entering Year 6 are eligible to nominate themselves for a position as a Prefect. Elections are held at the end of Year 5.

The Green Team
Senior students will be given leadership opportunities through participation in the Green Team. This group works closely with the school Sustainability Committee to ensure waste wise practices are maintained by staff, students and the wider school community.

Faction Leaders
Twelve Year 6 students will be given the chance to nominate as Faction Leaders. These students will for the Sports Committee which is comprised of:

- 3 Female Captains (One per faction)
- 3 Female Vice Captains (One per faction)
- 3 Male Captains (One per faction)
- 3 Male Vice Captains (One per faction)

Student Council

The Student Council is comprised of the eight Year 6 Prefects and an elected representative each class, Year 1 to 5.
Class representatives are elected for a period of one semester. It is anticipated that, particularly in junior primary, students will need additional guidance when selecting representatives.

The Tech Team
Students on the Tech Team are determined by the senior teachers and administration and will perform tasks associated with technology. Primarily, they will assist teachers with setting up the PA system ready for assemblies or performances and any other task that may arise around Technology.

The Music Captains
Again, these 2 students are determined by the senior teachers and will generally be from Year 6. They will assist the Music teacher with tasks as determined by them including but not limited to, conducting, preparing resources for sessions, playing music at assemblies or other events etc.

Student Leader elections
Year 6 Leaders
Election to the positions of Prefect and Faction Captain will be during Term 4, with nominations coming from the Year 5 cohort. (the next year's Year 6 cohort.)
The successful students will hold the position for the entire school year.

The election of Year 6 leaders will be coordinated by a committee consisting of any combination of the following: Principal, the Deputy Principal / s, the Year 4 & 5 Teacher(s), the Music Teacher and the Phys Ed Teacher.
This committee is responsible for:

- the running of the Pre-Election Campaign speeches (Prefect positions only);
- the administration of the election process, including but not limited to the counting and recording of all votes;
- decision making required as a result of any unforeseen circumstances; and
- confidentiality of any decisions and the announcement of outcomes.

All Year 5 students may nominate for election as both a Prefect and a Faction Captain. If a student is successful in both election processes, they will be asked to choose which position they wish to accept.

Prefect nominees will be expected to utilise their own time to write and practise their campaign speech. Nominees may place campaign posters, of a positive nature, around the school facilities.

All students from Years 3 – 5 are eligible to vote for the Student Prefects and the Faction Captains, from their own faction. Successful nominees are announced at the Awards Assembly annually.

Music Captain, Green Team & Tech Team
Students may nominate for any or all of these 3 other roles. Students are then selected by the teachers that can make unbiased judgements about their capacity for leadership. They are then announced at the Awards Assembly annually.

Class Representatives
The election of Class Representatives to the Student Council will take place in the first two weeks of term one and then the first week of each subsequent term. The running of the election is the responsibility of the classroom teacher. Following the election of the representative, the teacher will inform the school leadership of the outcome.

General considerations
These Guidelines are subject to changing student cohorts and it is recommended that consideration be given to student numbers, class structures and processes during Term 4 of each year, prior to the running of the Student Leader elections, to ensure the structure outlined in the Guidelines is one that will best suit the abilities of the students and the needs of the school. The school may need to review these Guidelines and make changes as recommended by the school leadership to cater for the school's needs, according to student population.

Student leader roles and responsibilities
At all times, student leaders are expected to be positive role models for all students and to represent our school in a positive way.

The Year 6 leaders will work with the school leadership to define the duties expected of each office bearer and to learn about meeting procedure and process. It will be an expectation that council and committee meetings are facilitated by the Year 6 leaders who will then report back to the school leadership about actions to be taken.

With guidance from a nominated staff member, the student leaders are responsible for the coordination of a number of school activities which may include but not be limited to;

- All Leaders:
  - Upholding school rules, values and codes of conduct at all times.
  - Representing our school and/or speaking on behalf of staff and students at formal functions and events.

- Prefects:
  - The running of assemblies and ceremonies;
  - The running of Council Meetings;
  - Representing the views of students to the school leadership; and
  - Coordinating fundraising opportunities for the school and charitable organisations.

- Green Team:
  - Collection and sorting of soft plastics and compost from across the school;
  - Recording the weight of compostable materials;
  - Displaying and communicating recycling data;
  - Oversee the care and feeding of the worm farms;
  - Communicate Green Team messages at assemblies; and
  - Communicate our sustainability message through the Newsletter.

- Faction Leaders
  - Coordination of lunchtime activities for younger students;
  - Assisting the Physical Education Teacher with carnivals and events;
  - Leading the faction at carnivals and events;
  - Delivering a Sports Report at school assemblies; and
  - Keeping the Sport Store in order and coordinating the borrowing of equipment by students.

Student leader behaviour

Staff recognise that student leaders are young children who are learning each and every day. There will be times when they display inappropriate behaviour. On such occasions, the school will work with the student/s to positively address the concerning behaviour. Inappropriate behaviour ***may*** lead to some of the following actions:

- A student leader receiving an Office Referral for negative behaviour may have their position suspended for a period of time being no more than 2 weeks. During these 2 weeks the student must clearly demonstrate the positive behaviours expected of them to earn back their position as a leader.
- Should a student leader demonstrate ongoing inappropriate behaviour, they may be removed from the leadership position. The school leadership will then determine the most appropriate action to take in order to fill the vacated role. Action taken may include but not be limited to:
  - review voting slips and award the position to the next student with the highest votes; or
  - re-run an election for that position only.
- In extreme circumstances the Principal may decide that a student leader's actions are serious enough to warrant the immediate exclusion from their position.

Staff will ensure that all student leaders are supported and guided throughout their tenure to display positive behaviour and act as role models for their peers.