



# CHURCHILL PRIMARY SCHOOL

## Student Leadership Handbook

### Statement of Student Leadership at Churchill Primary School

At Churchill Primary School, we believe students need to be at the centre of their learning and should have true ownership of their school. Students are given opportunities to have input into decisions, voice concerns and make suggestions to improve their school, as well as becoming more aware of the wider community.

Leadership is integral to lifelong learning. All students should have the opportunity to demonstrate and develop leadership skills. Student leadership roles include School Captains, House Captains, Student Representative Council members and Respectful Positive Learner Team members.

Students who aim to gain a student leadership role need to aspire to demonstrate, understand and model our RPL values in every aspect of school life.

## Respectful

- ✓ We follow instructions
- ✓ We listen to others
- ✓ We communicate using our manners
- ✓ We include others
- ✓ We move safely in the school
- ✓ We accept people's differences
- ✓ We display good sportsmanship

## Positive

- ✓ We take on new challenges
- ✓ We use positive language
- ✓ We are resilient
- ✓ We encourage others
- ✓ We stay calm
- ✓ We help others
- ✓ We show gratitude

## Learners

- ✓ We have a growth mindset
- ✓ We share our skills with others
- ✓ We ask questions
- ✓ We are ready to learn
- ✓ We persevere
- ✓ We set goals
- ✓ We accept and use feedback to improve learning

*Everyone, in all settings, at all times*

## School Captains

We will always be respectful positive learners and will follow the schools values. We promise to treat everyone in the school equally and will involve the voice of everyone when making decisions. We aim to make positive changes to improve the school in all areas.

## House Captains

**Red Yellow Green Blue**

We want everyone to have fun and we will encourage each member to participate in events and have a go. We will display good sportsmanship and provide extra support to those who need it. We will be kind and approachable for all house members. We aim to follow the RPL values to be a great sports leaders and take great pride in looking after the sports equipment.

## SRC

The Student Representative Council aims to make Churchill Primary School a better place. We are committed to planning and implementing extra activities and fundraising for different events. We will always model the RPL values and will encourage others to do the same.

## RPL

The Respectful Positive Learner Team aims to support our school to model our school values. We are committed to running our positive rewards system and activities in the yard. We will always model the RPL values and will encourage others to do the same.

## Leadership Attributes:

At Churchill Primary School ideal student leaders have many wonderful qualities. Some of the skills and attributes that our leaders possess are presented in the following table, in no particular order of importance.

<p><b>Motivated/Passionate</b></p> <p>Great leaders are passionate about their role and display an enthusiastic attitude. They are driven to fulfil their leadership role to the best of their ability.</p> <p>They have a clear sense of purpose about what it means to represent all students and are great at motivating others to get on with the job. Finally all leaders will demonstrate a great sense of school pride.</p>	<p><b>Team Players</b></p> <p>Successful leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. They show patience during difficult discussions where there are different viewpoints.</p>	<p><b>Organised</b></p> <p>Being busy people, good leaders are naturally organised. They manage their time well so that they complete all classroom learning and balance leadership responsibilities.</p> <p>They complete leadership actions and role and are committed to organising events down to the last detail.</p>
<p><b>Public Communication</b></p> <p>This is about communication with a wide range of audiences through public speaking and written mediums, such as assemblies, special school events, newspaper articles and posters.</p> <p>They speak clearly and confidently with school pride and a positive attitude.</p>	<p><b>Private Communication</b></p> <p>Good leaders are capable of communication with people at an individual level. They can talk with everyone from foundation to the principal in a one-on-one situation. They are approachable, personable, good listeners and can communicate effectively to solve problems.</p>	<p><b>Role Model</b></p> <p>Leaders who are good role models not only pay attention to their individual acts, they encourage teamwork and co-operation, support others in their growth and learning, and recognise the positive behaviours and attitudes others display.</p> <p>The RPL school values will be followed at all times</p>

## High Expectations of our Leaders – Leadership Criteria

Churchill Primary School leaders model high expectations.

We model high expectations when we:

- Comply with and model the RPL values (see page 1) at all times
- Model positive behaviour to other students
- Behave in a safe and responsible manner
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in all school activities
- Not disrupt the learning of others and make the most of our educational opportunities
- Wear full school uniform and leadership badge to school every day
- Model school values when wearing school uniform in the community
- Are ready to learn (on time to class and meetings)
- We take care of school equipment
- Neat bookwork
- Demonstrate school pride
- Attendance
- Be accountable for behaviours shown whilst in school uniform

### Leadership Contract

Students who gain any leadership position will be asked to sign a leadership contract (refer to page 12). The contract outlines the expected behaviour from Churchill Primary School student leaders. A breach of this contract may lead to leadership responsibilities being revoked.

A breach of the contract will result in:

- Students will be cautioned with a verbal warning
- A written warning and meeting with parents
- If necessary a review of your position will be conducted

# Role Descriptions and Responsibilities

## School Captain/Vice Captain

### **Role Statement:**

As the most significant student leaders in the school, School Captains are expected to be ambassadors who embody the school values which are respectful positive learners. They must be approachable, reliable and trustworthy with high expectations of themselves and others. The school captains are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes. Our captains are expected to demonstrate school pride by attending all school events and discussing our school in a positive manner.

School Captains are chosen for the pool of grade 6 students for the following year. Where possible a boy and girl school captain will be elected. However, if student numbers are low, two captains of the same gender may be elected depending on the interest in the positions.

### **Eligibility:**

- Must be a Grade 6 students.
- Must meet leadership criteria as outlined on page 4

### **Responsibilities:**

- Communicate with staff, students and community members.
- Be positive role models – presentation, uniform and display behaviours that are representative of the school values.
- Public speaking – school assemblies, year level, other events.
- Be active in school community.
- Provide input in school decisions.
- Contribute to the school newsletter and Churchill and District news.
- Organise grades during school photo day.
- Implement any new ideas they have to enhance the school.
- Represent the school at the ANZAC day ceremony.
- On behalf of the school, welcome and thank any visitors/special guests.
- Be tour guides – where need be (eg – prep transitions).
- Host school events as needed (concert, mothers/father’s day events).
- Present speech at graduation.
- Attend GRIP leadership conference.
- Be a part of the new school captain process.
- To wear school captain badge.
- Willing to use lunch times to meet with principal and teaching staff to discuss ideas and plan for upcoming events.
- Willing to go to School Council meetings if required.
- Provide mentoring to future school captains.

# Role Descriptions and Responsibilities

## House Captains:

### **Role Statement:**

The role of the House Captain is to encourage all students to participate in house activities and house events. They are to set a good example. House Captains must always be approachable, reliable and embody the schools values.

The House Captains are chosen from the pool of grade 5 and 6 students for that following year.

### **Eligibility:**

- Grade 5 and 6 students
- Must meet leadership criteria as outlined on page 4

### **Responsibilities:**

- Attend meetings
- Encourage house spirit
- Create a chant with fellow house members
- Support peers during house sports day
- Organise tickets to wear to activity days
- Organise house activity days
- To wear house captain badge
- Take responsibility for yard equipment
- Return yard equipment to the correct place at the end of recess and lunch
- Run lunch time activities as needed

# Role Descriptions and Responsibilities

## Student Representative Council

### **Role Statement:**

As a team, the SRC will work together to be the voice of their peers. They will model the RPL values in all that they do and encourage others to do the same. In addition to this, they will organise, lead and fund any charity of school events throughout the year.

The SRC attends regular meetings and reports back to the school at assembly. It expects all members to come to its meetings and contribute to its cause.

### **Eligibility**

- Students from grades 4, 5 and 6 are eligible to be on SRC (2 students from each 3-6 class)
- Must meet leadership criteria as outlined on page...

### **Responsibilities:**

- Organise and run fundraising events for our school and other charities.
- Make improvements to the school
- Wear SRC badge.
- Complete actions from meetings
- Willing and open to listen to ideas from peers and communicate back to SRC meetings
- Speak on assembly each week to provide school updates
- Regularly visit classrooms to seek student voice
- Assist with putting together the school yearbook
- Regularly visit classrooms to seek student voice

# Role Descriptions and Responsibilities

## RPL Team

### **Role Statement:**

The RPL Team will lead and uphold our three core values, respectful positive learners, within our school and within the community. The selected students will ultimately be the ambassadors of our core values across our school.

### **Eligibility**

- Students from grades 4, 5 and 6 are eligible to be on SRC (2 students from each 3-6 class)
- Must meet leadership criteria as outlined on page...

### **Responsibilities:**

- Assist with organising, running and packing up lunch time activities
- Make improvements to the school
- Wear RPL badge.
- Complete actions from meetings
- Willing and open to listen to ideas from peers and communicate back to RPL meetings
- Run the Dollar Shop on a fortnightly basis.



## Election Process Overview

- School and House Captain roles will be advertised and then determined at the end of a school year for the following year. SRC and RPL Team will be determined by week 3 of term 1 each year.
- Students are encouraged to go for any positions they are interested in and feel worthy of, which means you can apply for more than one leadership position.
- All leadership roles require a written application and a speech.
- Students who are running for the School Captain position will deliver a speech to their peers (grades 2-5) who will then vote on whom they believe will be the best School Captain.
- School Captain applicants will be shortlisted and interviewed by a panel.
- House Captain speeches will be delivered in front of their house members (grades 2-5) who will then vote on whom they believe will be the best leader.
- Written applications will be scored by a panel of teachers and will be worth 50% of the overall vote. Speeches will be voted on by peers which will be weighted at 50%.
- The preferential voting system is used for speeches and written applications.
- RPL leadership roles will be determined by an expression of interest by applicants and then an informal interview with the RPL teacher/leader.
- SRC applications are required to submit a written application that will be voted on by staff and to present a speech that will be voted on by their classroom peers.
- Student who hold the School and Vice-Captain roles are the only students to hold a dual role, of School Captain and SRC leaders.

## Speech Guidelines

Please use these helpful guidelines when planning your speech

- Keep your speech length between 1 and 3 minutes
- Include your name and why you are the perfect candidate for the role. Include personal attributes that make you a good leader.
- Include information about involvement in school activities, sporting events, public speaking, previous experience in a leadership role and anything that highlights involvement/commitment to the school community
- Use examples to show how you meet the leadership criteria
- Ensure that what you are offering the school community is realistic. Outline the types of activities that will participate in or initiate. DO NOT make promises that are not achievable.

## Timeline for elections – School and House Captains

- **Term 4, Week 3**  
Leadership coordinator will meet with the grade 4 & 5 cohort to make students aware of the timeline for leadership positions, seek interest and set up mentoring with current school captains
- **Term 4, Week 5**  
School and House Captain positions advertised and student leadership handbooks distributed. Parents notified.
- **Term 4, Week 6 and 7**  
Class time provided for students to begin written applications and speeches.
- **Term 4, Week 8**  
School Captain, House Captain and RPL written applications due. Staff vote on written applications.
- **Term 4, Week 9**  
Speeches and panel interviews held. Peer votes tallied. Results announced at the end of Week 9. Parents notified.
- **Term 4, Week 10**  
New school leaders announced at final assembly.

## Timeline for elections – SRC and RPL Team

- **Term 1, Week 1**  
SRC and RPL positions announced and class time is provided for students to write their speech/application
- **Term 1, Week 3**  
Speeches and written applications submitted. SRC speech delivered to the class and classroom teacher will give the voting results to the leadership coordinator

## Voting

### School Captain:

- After the School Captain speeches, students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in their order of preference.
- Ballot papers are to be handed back to the leadership coordinator who is responsible for tallying the votes.

### House Captain:

- House Captain speeches will take place in house groups.
- After the House Captain speeches, students remain in their house to vote.
- Students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in their order of preference.
- Ballot papers are to be handed back to the classroom teacher who will ensure they get to the person responsible for tallying the votes.

**SRC:**

- Submit a written application to classroom teacher
- Deliver a speech to their class
- Class votes by numbering the candidates in order of preference

**RPL:**

- Submit a written application to classroom teacher
- Interview with RPL coordinator

**Sample Application Breakdown**

Name

Grade

Your address

Date

Address of the person you are writing to (Mrs Burrows)

Dear Mrs Burrows,

Re: Position (Re: means regarding. This is where you write what you're applying for)

Share some information about yourself...

Share why you want to apply/How do you use our values...

Give examples where you have demonstrated this

Share why you would be a good leader (previous experience, personal qualities, etc)...

Give examples where you have demonstrated this

Thank the panel/staff for reading your application...

Yours Sincerely,

Your Name



# CHURCHILL PRIMARY SCHOOL

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## School Leader Contract

School leaders will need to sign this contract which is then kept in the office. A breach of this contract may lead to a review of your school leadership responsibilities being revoked.

## Code of Conduct

I accept my badge as a leader at Churchill Primary School. I agree to carry out the following duties and responsibilities to the best of my ability:

- ✓ Model the RPL values and high expectations of children at Churchill Primary School.
- ✓ Maintain a high standard of behaviour and conduct.
- ✓ Wear my leadership badge with pride.
- ✓ Wear full school uniform every day.
- ✓ Demonstrate school pride
- ✓ Take an active part in school events, including helping and organising.
- ✓ Act with fairness and equity when representing and supporting the school community.
- ✓ Take an active part in all school activities, leading by example.
- ✓ Assist visitors in the school at all times by being friendly and courteous.
- ✓ Be prompt for my duties.
- ✓ Good history of attendance

It is expected that all students who hold a leadership role will always represent Churchill Primary School as ambassadors.

I, \_\_\_\_\_ have read and understood my leadership code of conduct and I agree to carry it out to the best of my abilities.

Name (print) \_\_\_\_\_ Name (signature) \_\_\_\_\_

Leadership position: \_\_\_\_\_