

# **Clemton Park Public School**



## **Leadership Policy 2017**

Reviewed March 2017



# CPPS School Leadership Policy

## School Leadership Policy

### Rationale:

School life provides many opportunities for young people to develop leadership and representation skills, including as leaders in school governance.

Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

In fact students report that when they actively participate in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. They have:

- **increased communication skills**
- **improved academic performance for students involved**
- **greater commitment to the school from the wider student body**
- **positive influences on the climate of the school**
- **strengthened school spirit**
- **increased cooperation from students.**

At Clemton Park Public School students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. Students, who have been enrolled at Clemton Park for at least six months, can only take up one of the leadership roles within the year. It is important that students are aware of this so that they can prioritise the role they wish to take in the year. These roles include:

- **SRC member (Yr 1-6) and Semester 2 Kindergarten**
- **Library Monitor (Yr 5)**
- **House Captains (Yr 6)**
- **Environmental Specialist Team(Yr 1-6) and Semester 2 Kindergarten**
- **Class Captains Yrs 3-6 Leaders Awards Yrs K-2**
- **Year 6 Prefects**
- **Year 6 Captains**

The principles which we at Clemton Park Public School advocate are that:

- All students have the potential to develop leadership skills.
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live.
- Leadership programs can build students' confidence that their views are important to staff and that they can have an influence on what happens in the school.

Student leadership programs will be most effective when the y:

- are planned and developmental;
- receive active support from teachers, parents and peers;
- encourage a range of leadership styles inclusive of cultural differences;
- engage all groups in the school;
- provide fair access and participation for all students including equal participation for boys and girls;
- encourage more experienced student leaders to support those who are less experienced;
- draw on the expertise and resources of the wider community and
- are perceived as relevant and valuable by the students and the school.

**The Leadership Policy is written in four sections.**

- 1. Prefect and Captains Procedures**
- 2. Library Monitors**
- 3. SRC and Class Captains**
- 4. House Captains and Environmental Specialist Team**

# **Section 1**

## **Year 6 Prefects/ School Captains**

### **Procedures**

# PREFECTS & CAPTAINS PROCEDURES

## Aim:

Clemtion Park Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Clemtion Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Term	Week	Timeline: Procedure: Prefects & Captains
1	1	Inform all Year 5 students of the Criteria, which will enable them to be eligible for candidacy.
1	1-10	Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)
2	1-10	Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)
3	1-10	Monitor Year 5 students' eligibility for nomination.(See attachment A: Monitoring of criteria)
4	1-3	Monitor Year 5 students' eligibility for nomination. .(See attachment A: Monitoring of criteria)
4	3	Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election. Students in Year 5 are restricted to two nominations each (1 girl and 1 boy). The nominations are sought using a secret ballot. Year 5 teachers may also nominate two students (1 girl and 1 boy). The nominations are sought using a secret ballot. A maximum of 12 girls and 12 boys will sit for elect ions. The top 24 students will stand for elect ions. Teachers check all nominated students against the criteria for nomination eligibility.
4	4	Candidates standing for elect ion are announced at the K-6 Assembly.
4	6	Students may lobby their peers in this week. Students are restricted to one poster each. These will be displayed in the primary cola.
4	7	Students are asked to present a speech at a 2-6 Assembly. Each student is given a 1-minute restriction. They must have their speech signed off by a teacher before they present it to the school assembly and use no props.
4	7	Prefect Elect ions. Only students in Years 2-6 will vote. Each student voting will be marked off a class list and the number of students voting will be recorded. Teachers will vote with a 1:10 ratio and students who are absent on the voting day can vote the next day.
4	8	Prefects announced
4	10	The captains will be represented by a girl and a boy. The Prefects, the Executive and Stage 3 teachers will vote for the girl and boy captain via a secret ballot. Captains announced at the 3-6 Presentation Day

## Nomination of Candidates:

### Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than 3 detentions in Year 5 and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplar y behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adult s at all times
- Upholds all classroom and school rules
- Participates in school events

## **Nomination Process:**

- Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election.
- Students in Year 5 are restricted to two nominations each (1 girl and 1 boy). The nominations are sought using a secret ballot.
- Year 5 Teachers may also nominate two students (1 girl and 1 boy).
- The nominations are sought using a secret ballot.
- A maximum of 12 girls and 12 boys will stand for elections.

## **Lobbying of Candidates:**

- Students are to display one poster only
- Each candidate will be limited to a 1 minute speech with no props
- The speech presented at the 3-6 Assembly must be previewed by a teacher.
- Students will present their speeches in random order and as they appear on the ballot paper.

## **Polling Day:**

- Voting will take place by secret ballot.
- Each student voting will be marked off a class list.
- The electorate will consist of students in Years 3-6, plus all school staff members.
- The "First Past the Post" voting system will be used. Electors will indicate the 3 boys and 3 girls whom they wish to elect for prefects.
- A girl captain and a boy captain will be determined by a secret ballot. Prefects, Executive and Stage 3 teachers will vote for the Captains.

## **Counting of Votes:**

- A committee of a minimum of 4 teachers and 1 executive teacher will count all votes. This will occur at an appropriate time on the day of voting.
- All ballot papers will be retained by the principal for a period of 3 months

## **Weighting of votes:**

- 1 :1 ratio for students voting 3-6
- 1:10 ratio for staff members voting for Prefects
- 1:1 ratio of Executive Staff, Stage 3 teachers and Prefects for Captains

## **Investiture of Prefects and Captains:**

- The announcement of persons elected will be made at a 3-6 Assembly
- The announcement of the school captains will be made at the 3-6 Presentation Day Assembly.
- Parents are invited to the 3-6 Presentation Day Assembly.
- Students will read the Prefects Pledge at this Assembly and receive their badges.  
(See attachment C : Prefects & Captains Pledge)
- The Prefect Contract" will be signed by the elected students and their parents.-  
(See attachment B : Prefects & Captains Contract)

## **At the Commencement of Year 6:**

- The Captains and Prefects will be re-introduced to the school for their year of office.
- Captains and Prefects are given their roles and responsibilities.  
(See attachment D : Prefects Roster)



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ATTACHMENT B

**CAPTAINS AND PREFECTS EXPECTATIONS**

**Captains and Prefects Expectations:**

- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events

**Angelica Lapi Principal**

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**Consequences of not meeting these expectations:**

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.\*

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.\*

**3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.\* A new prefect /Captain to be sworn in from the next highest number of votes in the election process

\*NB: A Captain/ Prefects may lose their badge for a 1st offence at the discretion of the Principal.

**SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES**

I \_\_\_\_\_ agree to meet and abide by the conditions of being a Prefect/Captain as set out above in this contract.

Signed: \_\_\_\_\_(Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Parent) Date: \_\_\_\_\_

<b>Child's name</b> ATTACH MENTB																											
																											Did not display good leadership skills
																											Has been on detention more than 3 times
																											Has had a detention because of being violent
																											Has been rude to an adult
																											Broke school and classroom rules
																											Did not wear school Uniform
																											Comment





# CLEMTON PARK PUBLIC SCHOOL

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ATTACHMENT C

## **CAPTAINS AND PREFECTS PLEDGE**

**We the captains and prefects of Clemton Park Public School  
Are proud to have been elected  
As the student leaders for the year 201.....  
We promise to follow school rules at all times  
And to maintain the highest standards set  
By this year's Captains and Prefects**

ATTACHMENT D

## **CAPTAINS AND PREFECTS ROLES AND RESPONSIBILITIES**

### **Captains and Prefects Roles and Responsibilities**

#### **General responsibilities**

All captains and prefects will meet with Mr Robinson at least once a term. Mr Robinson will notify the captains and prefects of these meetings at least a day in advance of the meeting. All captains and prefects must attend these meetings promptly. If you have something else on, let Mr Robinson know before the meeting.

If anyone is away for any of the duties below (except Assembly) you need to get one of the Microphone duty people to work with you. See the Assembly section for these arrangements.

#### **Office Duty**

- Go to the office at 8:45am
- Say good morning to the staff in the office
- Let them know you are on office duty today and ask if there is anything they need you to do
- Complete any tasks
- If there are no jobs that the office have for you, you need to also check with Mr Robinson and Mrs Lapi if there is anything they need help with.
- Once music starts, let the office staff know you are leaving.

### **Assembly**

- During the regular meetings with Mr Robinson, the captains and prefects will go through the assembly script to fix any problems and ensure the presentation of the assembly is professional.
- If on Assembly duty come and see Mr Robinson at 11:00am to check whether there are any special requirements for assembly. Collect script.
- Set up chairs, lecturn, microphone.
- Collect Awards from Mr Robinson / Assembly box.
- If 1 of the presenters are away, you will run the Assembly with four of you.
- If 2 of the presenters are away, the Captain not on duty will work with you.
- If there are more than 2 people away, you need to speak to Mr Robinson.
- All Captains and Prefects help set up the chairs and hall for assembly.

### **Morning Lines**

- Set up microphone at 8:45am
- Check the value of the week
- When music starts, go to assembly area and wait for Mr Robinson or Mrs Lapi
- Present the value of the week to the school
- Pack up microphone

### **Flags and Gates**

- Upon arriving at school (before 8:45am), check with Mr Robinson whether there are any special circumstances for the flag.
- Collect flags from Mr Robinson
- Put up the flags
- At 9:30am collect the key for the gates from Mr Robinson.
- Lock Pedestrian Gate near Bexley Road school sign
- Close Miller Street Carpark gates
- Lock the Miller Street Pedestrian Gate nearest to the hall.
- Lock Bexley Road Pedestrian Gates near car park.
- Return key to Mr Robinson
- At 2:30pm collect key from Mr Robinson and reopen all gates.
- Return key to Mr Robinson
- 3:00pm bring in flags and put in Mr Robinson's office.

### **Canteen**

- Supervise students lining up in two lines – K-2 and 3-6 as per painted lines on playground.
- Monitor three at a counter. When one person leaves, let another one enter.
- Stay on duty until the lines are gone or until 1:2pm

### **Reflection**

- When the 1:10pm bell goes, go to Mr Robinson and check if there are any students who need to attend reflection
- Go to class eating area of that student and inform them they need to meet Mr Robinson at 1:15pm

### **Special events**

Throughout the year, there will be many special events that will require you to assist staff with various duties. The teachers responsible for these activities will work with you and keep you informed of your role. However, if you are confused about your role, or the event is very soon and you have not been given information about what to do, it is your responsibility to see Mr Robinson.

Apart from special events, other activities you may be asked to help with include;

- Escorting new students around the school
- Showing visitors to our school the correct place to be
- Provide tours for new parents, students and staff.
- Presenting at special Assemblies such as ANZAC Day, Open Day etc.
- Assisting with Kindergarten Orientation
- Assisting with Kindergarten's first day

THE SCHOOL IS VERY PROUD OF YOU, ALWAYS ACT ACCORDINGLY

# **Section 2**

# **Library Monitors**

# **Procedures**

# LIBRARY MONITORS PROCEDURES

## **Aim:**

Clemtion Park Public School endeavours to develop students' leadership skills and to share decision making processes. The procedures put in place at Clemtion Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Library monitors allow senior students to assist the librarian in daily routines and to familiarise and encourage students in the workings of the library.

Term	Week	Timeline: Procedure : Library Monitors
4	10	Inform all Year 4 students of the Criteria which will enable them to be eligible for candidacy as a Library Monitor.
1	1	Assembly announcement and Newsletter inclusion to encourage students to become Library Monitors.
1	2	Meeting held in library with interested students. Roles and Responsibilities of a Library Monitor discussed. Students are given the opportunity to fill out a "Library Monitors Application". All students can apply and if elected to another position, will relinquish one.(See attachment A: Application form)
1	3	All applications are collected. The two librarians and the classroom teachers will assess eligibility of applicants and decide suitability.
1	4	Library Monitors announced at the 3-6 Assembly and their badges are presented.
1	5-10	Fulfil and uphold the criteria required to be a library Monitor
2	1-10	Fulfil and uphold the criteria required to be a library Monitor
3	1-10	Fulfil and uphold the criteria required to be a library Monitor
4	1-10	Fulfil and uphold the criteria required to be a library Monitor

## **Criteria for Applications:**

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have completed the Premiers Reading Challenge the previous year
- Hold a general knowledge and understanding of the organisation and role of the library.
- Show an awareness of the required behaviour and time dedication involved.
- Have had no more than 3 detentions in Year 5 and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom, Library, playground and when representing the school
- Displays exemplary behaviour at all times and takes responsibility for their actions at all times and shows respect for all adults at all times and upholds all classroom, library and school rules

## **Application Process:**

- Students in Year 4 (previous year) are reminded of the criteria for students who can and cannot apply.
- Students in Year 5 (Current year) apply via an application form- (See attachment A: Application form)

## **Investiture of Library Monitors:**

- The announcement of successful students will be made at a 3-6 Assembly
- At the assembly the students will read their pledge (See attachment D : Library Monitor's Pledge)
- Parents are invited to the 3-6 Assembly and students will be given their badges at this assembly and complete and the Library Monitors Contract will be signed by the successful students and their parents- (See attachment B : Library Monitor Contract)



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ATT ACHMENT B

## LIBRARY MONITORS EXPECTATIONS

### Library Monitors:

- Displays good leadership skills
- Hold a general knowledge and understanding of the organisation and role of the library.
- Illustrate an awareness of the required behaviour and time dedication involved in being a Library Monitor
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom, library, playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom, library and school rules

**Angelica Lapi  
Principal**

\*\*\*\*\*

### Consequences of not meeting these expectations:

- 1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week.  
Parents contacted by the principal.
- 2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week.  
Parents contacted by the principal.
- 3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently.  
Parents contacted by the principal.

New Library monitors to be sworn based on application process.

### SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I \_\_\_\_\_ agree to meet and abide  
by the conditions of being a Library Monitor as set out above in  
this contract.

Signed: \_\_\_\_\_(Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Parent) Date: \_\_\_\_\_

**ATTACHMENT D**

**LIBRARY MONITOR'S PLEDGE**

**We, as Library Monitors and Leaders of Clemton Park Public School, promise to promote the fine name of our school and to make decisions that will improve the school and our library.**

**Our behaviour will be of the highest standard to set a good example for our peers.**

**We promise to carry out our duties to the best of our ability.**



# CLEMTON PARK PUBLIC SCHOOL

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ATTACHMENT A

## CPPS Library Monitors Application

Name: \_\_\_\_\_ Class: \_\_\_\_\_

Do you have any other roles/jobs in the school? If yes, what day/time

Fiction books are what?

How are Fiction books arranged on the shelves?

Non Fiction books are what?

How are Non Fiction books arranged on the shelves?

How are picture books arranged on the shelves?

Tell me why you want to become a library monitor....Plus what makes you the best person for the job (Be sure to include the type of behaviour that is expected, roles and responsibilities)

# **Section 3**

**SRC &**

**Class Captains**

**Procedures**



# SRC PROCEDURES

## Aim:

Clemton Park Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Clemton Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Term	Week	Timeline Procedure: SRC
1	2	Students Years 1-6 are told by their classroom teacher that SRC representatives will be elected next week. The teachers list the specific criteria for two (2) SRC member for each class (Years1-6) and 2 SRC members for each class (Kindergarten). Students are to remain in office for the whole year.
1	3	Students Years 1-6 and class teachers discuss the roles and responsibilities of a SRC member. The students are told the criteria and are told that they cannot run for SRC two years in a row or students who hold other Leadership roles.
1	3	Students Years 1-6 are self and/or nominated by other class members. Up to Six girls and six boys can nominate be nominated. The teacher assesses the students suitability as nominees using the SRC criteria as a guide. Students are elected using a secret ballot system. Only one student representative to be elected from each class. – In Kindergarten Semester 2= 2 from each class
1	4	SRC members are given their badges, complete their SRC contract and read the SRC pledge at a K-6 Assembly. Parents are invited to this special assembly.
1	5	Induction and training day for Prefects, Captains and SRC representatives.
1	5-10	Fulfil and uphold the criteria required to be a SRC Representative.
2	1-10	Fulfil and uphold the criteria required to be a SRC Representative
3	1-10	Fulfil and uphold the criteria required to be a SRC Representative
4	1-10	Fulfil and uphold the criteria required to be a SRC Representative

## Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than 3 detentions in the previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings and
- Displays good Public Speaking skills

## **SRC PROCEDURES cont.**

### **Nomination Process:**

- Students in Years 1-6 are reminded of the criteria for students who can and cannot stand for SRC Representative. 12 nominations may be accepted (6 boys and 6 girls)
- Students in Years 1-6 are nominated by fellow class members. They can self-nominate.
- Students cannot be a SRC Representative two(2) years in a row.
- The Nominees must fulfil Criteria indicated in expectations. .(See attachment A : SRC Contract)
- Investiture of SRC Representatives:
- The announcement of successful students will be made at a K-6 Assembly in week 5, Term 1
- The announcement of successful students in Kindergarten will be made at a K- 6 Assembly in week 2, Term 3
- Parents are invited to this K-6 Assembly.
- Students will be given their badges at this assembly.
- The SRC Contract will be signed by the elected students and their parents.- (See attachment A: SRC Contract)
- The SRC have an induction day in week 6 of Term 1.
- At the assembly the SRC students will read the SRC Pledge (See attachment B : SRC Contract)



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## SRC EXPECTATIONS

### SRC

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings and
- Displays good Public Speaking skills

**Angelica Lapi Principal**

\*\*\*\*\*

### Consequences of not meeting these expectations:

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.

**3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new SRC member to be sworn in from the next highest number of votes in the election process.

**SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES**

I \_\_\_\_\_ agree to meet and abide by the conditions of being a SRC member as set out above in this contract.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

**ATTACHMENT B**

# **SRC PLEDGE**

**We, as the Student Representative Council and Leaders of Clemton Park Public School, promise to promote the fine name of our school and to make decisions that will improve the school and its environment.**

**Our behaviour will be of the highest standard to set a good example for our peers.**

**We promise to carry out our duties to the best of our ability.**

# CLASS CAPTAINS YEAR 3-6 PROCEDURES

## Aim:

Clemton Park Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Clemton Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in

**Years 3-6** will elect Class captains. These captains will be rotated every term and cannot hold other leadership roles in that year.

**Years K-2** do not have class captains, their leadership roles are obtained via the weekly rotation of Leaders Awards.

Term	Week	Timeline Procedure: Class Captains
1/2/3/4	2	Students Years 3-6 are told by their classroom teacher what the specific criteria for two (2) Class captains members are. Students are to remain in office for the one term.
1/2/3/4	2	Students Years 3-6 and class teachers discuss the roles and responsibilities of a Class captain.
1/2/3/4	2	Students Years 3-6 are self and/or nominated by other class members. Up to six girls and six boys can nominate or be nominated. The teacher assesses the students suitability as nominees using the Class Captain criteria as a guide. Students are elected using a secret ballot system. The Class Captain representative must be a boy and a girl.
1/2/3/4	3	Class Captains are given their badges and complete their Class Captain contract in a ceremony in class.
1/2/3/4	3-10	Fulfil and uphold the criteria required to be a Class Captain

## Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities for the teacher.

## Nomination Process:

- Students in Years 3-6 are reminded of the criteria for students' who can and cannot stand for Class Captain. 12 nominations may be accepted ( 6 boys and 6 girls)
- Students in Years 3-6 are nominated by fellow class members. The Nominees must fulfil Criteria indicates in expectations. (See attachment C : Class Captain Contract)

## Investiture of Class Captain:

- The announcement of successful students will be made in a class ceremony in week 3 , Term 1/2/3 & 4
- Students will be given their badges at this ceremony.
- The Class Captain Contract will be signed by the elected students and their parents.- (See attachment C: Class Captain Contract)



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ATTACHMENT C

## CLASS CAPTAIN EXPECTATIONS

### The Class captain:

- Displays good leadership skills.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities for the teacher.

**Angelica Lapi**

**Principal**

\*\*\*\*\*

### \*\*\*\*\* Consequences of not meeting these expectations:

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.

**3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new Class captain to be sworn in from the next highest number of votes in the election process.

### SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I \_\_\_\_\_ agree to meet and abide by the conditions of being a Class captain as set out above in this contract.

Signed: \_\_\_\_\_ (Student) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent) Date \_\_\_\_\_

# **Section 4**

**House Captains**

**&**

**Environmental**

**Specialist Team**

**Member**

**Procedures**

# HOUSE CAPTAINS and VICE CAPTAINS PROCEDURES

## Aim:

Clemtown Park Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Clemtown Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years 6 can stand for House Captain and Year 5 can stand for House Vice Captain. These captains will hold office for the year and not hold any other leadership role in that year.

Term	Week	Timeline Procedure: House Captain
1	1	Students Years 3-6 are told by their Sports group teacher what the specific criteria for two (2) house Captains and two (2) Vice House Captains members are. Students are to remain in office for the year, hold no other leadership role. Captains are to be in Year 6 and Vice-Captains are to be in Year 5.
1	2	Students Years 3-6, at the first Sports group meeting are able to self-nominate and/or be nominated by other students in the sports group. The teacher assesses the suitability of nominees using the House Captain criteria as a guide. Students are elected using a secret ballot system. The House Captain representatives must be 1 boy and 1 girl. The House Vice Captain representatives must be 1 boy and 1 girl.
1	4	House Captains are given their badges at the school Leadership Assembly. *NB House captains will complete their contract and be made aware of their election before the Leadership Assembly to allow them to perform their official duties at the School Swimming Carnival.
1/2/3/4	2-10	Fulfil and uphold the criteria required to be a Sports Captain

## Nomination of Candidates:

- Students can be nominated if they fulfil the following criteria:
- Displays good leadership skills
- Have had no more than 3 detentions in previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to fulfil good and sound practices of being a good sport.

## Nomination Process:

- Students in Years 3-6 are reminded of the criteria for students who can and cannot stand for House Captains. 12 nominations may be accepted ( 6 boys and 6 girls)
- Students in Years 6 are nominated by Sports group members. The Nominees must fulfil Criteria indicates in expectations. (See attachment A:House Captains Contract)

## Investiture of House Captain:

- The announcement of successful students will be made in a Sports group meeting in week 1 , Term 1
- Students will be given their badges at this meeting.
- At the assembly the students will read their pledge (See attachment E: House Captain's Pledge)
- The House Captains Contract will be signed by the elected students and their parents.- (See attachment A:House Captains Contract)





# CLEMTON PARK PUBLIC SCHOOL

*Pursuing Excellence*

Bexley Road, Earlwood 2206

Telephone: 9718 4483

Facsimile: 9718 8703

Attachment A

## HOUSE CAPTAINS EXPECTATIONS

### The House Captain:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities at sports carnivals and events
- Has the ability to fulfil good and sound practices of being a good sport.

### Angelica Lapi Principal

\*\*\*\*\*

### Consequences of not meeting these expectations:

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.

**3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new House Captain to be sworn in from the next highest number of votes in the election process.

**SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES**

I \_\_\_\_\_ agree to meet and abide by the conditions of being a House Captain as set out above in this contract.

Signed: \_\_\_\_\_ ( Student ) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ ( Parent ) Date: \_\_\_\_\_

# **HOUSE CAPTAIN'S PLEDGE**

**We, as House Captains and Leaders of Clenton Park Public School, promise to promote the fine name of our school and to make decisions that will improve the school and its environment.**

**Our behaviour will be of the highest standard to set a good example for our peers.**

**We promise to carry out our duties to the best of our abilities**

## ENVIRONMENTAL SPECIALIST TEAM PROCEDURES

### Aim:

Clemtown Park Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Clemtown Park Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years K-6 can stand to be an Environmental Specialist Team members. These members will hold office for the year and will not hold any other leadership roles in that year.

Term	Week	Timeline Procedure : Environmental Specialist Team Member
1	2	Students in Years 1-6 are told by their class teachers what the specific criteria for two Environmental Specialist team members per class are. Students are to remain in office for the year. Students in Kindergarten will be elected in Semester 2. NB – Composite classes will have 2 members, not 2 per grade
1	3	Students in Years 1-6 will meet as a class and be nominated /or self-nominate for this role. The teacher assesses the students suitability of nominees using the Environmental Specialist s Team criteria as a guide. Students are elected using a secret ballot system.
1	4	EST members are elected and announced at the K-6 assembly.
1/2/3/4	4-10	Fulfil and uphold the criteria required to be an Environmental Specialist Team member

### Nomination of Candidates:

- Students can be nominated if they fulfil the following criteria:
- Displays good leadership skills
- Have had no more than 3 detentions in previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to speak at K-6 Assemblies

### Nomination Process:

- Students in Years K-6 are reminded of the criteria for students' who can and cannot stand for Environmental Specialist Team. 12 nominations may be accepted ( 6 boys and 6 girls)
- Students in Yrs 1- 6 (Semester 2: Kindergarten) are nominated by class. The Nominees must fulfil Criteria indicated in the "EST Expectations."

### Investiture of Environmental Specialist Team:

- The announcement of successful students will be made at a K-6 Assembly in week 4 , Term 1
- The announcement of successful students in Kindergarten will be made at a K- 6 Assembly in week 2 , Term 3
- Parents are invited to this K-6 Assembly.
- Students will be given their badges at this assembly.
- At the assembly the students will read their pledge (See attachment E: EST Pledge)
- The "EST Expectations" will be signed by the elected students and their parents.  
An induction day in week 5 of Term 1.



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## ENVIRONMENTAL SPECIALIST TEAM EXPECTATIONS

### The EST Captain:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at anytime
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to speak at K-6 Assemblies

### Angelica Lapi Principal

\*\*\*\*\*

### Consequences of not meeting these expectations:

**1<sup>st</sup> Offence:** Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.\*

**2<sup>nd</sup> Offence:** Loss of badge and responsibilities for one week. Parents contacted by the principal.\*

**3<sup>rd</sup> Offence:** Loss of badge and responsibilities permanently. Parents contacted by the principal.\*

A new Environmental Specialist Team member to be sworn in from the next highest number of votes in the election process.

\*NB: An EST member may lose their badge for a 1st offence at the discretion of the Principal.

### SEVERE VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I \_\_\_\_\_ agree to meet and abide by the conditions of being an EST member as set out above in this contract.

Signed: \_\_\_\_\_ (Student ) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent) Date: \_\_\_\_\_

# **EST PLEDGE**

**We are the new Environmental Specialist Team.  
We promise to work with you  
to make our school  
environment a beautiful and  
pleasant place which we look  
after and care for.**

**We promise to work with you  
to recycle paper and bottles,  
to use energy and water  
wisely, and to compost and  
reduce waste.**

**We promise to do the best we  
can together.**