Together we nurture inspired, curious and confident learners.

Student Leadership Guidelines

Inglewood Primary School encourages student leadership in various forms. Student leaders are the student representatives of our learning community. This representation is a public position with student leaders being called upon on official/special occasions to embrace and model high expectations, and embody our core school values of *Respect, Kindness, Perseverance and Integrity*.

Student leadership development provides students with the opportunity to develop the skills and abilities to be responsible and innovative decision makers and to be able to develop the leadership skills necessary to manage their own personal and academic wellbeing.

Opportunities will be given for members of the elected student leadership team to manage portfolios that enhance the school as a whole.

Formal membership of the Student Leadership Team is reserved for students who have consistently displayed the appropriate values and virtues. Students holding leadership roles in the school will receive leadership training to enable them to be able to fulfill the requirements of the role.

PROCESS

Election to the Student Leadership Team occurs in three stages during Term 4:

Stage 1

- In this stage, students are invited to submit an expression of interest to their class teacher in a recommended format:

a) Written response

b) Digital presentation e.g. Powerpoint, Keynote, Presenter…

c) Digital recording – video.

- Students address the criteria outlined in the Expression of Interest nomination form. Students may nominate for one or both positions available - i.e. student councilor and faction captain.
- Teachers will thoroughly outline the expectations of both leadership roles and the additional responsibility involved.
- Expressions of interest are assessed by Year 5 classroom teachers, the Upper Primary deputy principal and Specialist teachers. Consideration is given to behaviour, engagement in teaching and learning and how students model the school values of *Respect, Kindness, Perseverance and Integrity*.
- Students who are shortlisted from this process move to Stage 2.

Stage 2

- Shortlisted candidates are invited to prepare a two-minute oral presentation to Year 4, 5 and 6 students.
- Faction Captain candidates present only to students in these levels from their faction.
- Student Councillor candidates present to all students from these year levels.
- Candidates are asked not to provide a poster or use props for their speeches.

Commented [SS1]: Add to Process Stage Two
-Candidates should avoid making unrealistic promises, including guarantees that cannot be approved by the school. Campaigns must remain honest and achievable.
If these principles aren't fully met, the school may decide on an appropriate way to address the situation. (not sure if too soft/vague)
-These guidelines help keep the election fair, respectful and focused on genuine leadership.

Commented [SS2]: Add to Voting and Results
- Two separate Microsoft Forms are set up for voting. One for students and one for staff, ensuring secure and accurate vote collection.

Stage 3

- Following the delivery of candidate speeches, Year 4, 5 and 6 students cast their votes in an election process when they return to classrooms. This will be via an online platform and will be closely monitored by teachers and members of the leadership team.
- The two school captains are selected from student councillors who nominate following an interview process with the school principal.

VOTING & RESULTS

- Students in Year 4-6, as well as classroom teachers (Year 4-6) and specialist teachers participate in voting.
- The candidates with the most votes are elected, regardless of gender.
- Students may only assume one leadership role.
- Students and their parents are informed of the outcome once results are available.
- The School Captains, Student Council and Faction Captains are announced to the rest of the school in Term 4 prior to the completion of the school year.

POSITIONS

Position	Number of Positions
School Council	10 positions (incl. school captains)
School Captains	2 positions
Faction Captains	2 positions x 4 Factions

ROLES AND RESPONSIBILITIES

- All elected student leaders sign a contract at the start of their tenure. The contract outlines the roles and responsibilities of the position, expectations with regard to upholding school values and rules and consequences for breaches of these. In the case of a serious breach of the school code the principal may decide that a member of the Student Leadership Team may lose his/her position for a period of time determined by the principal.
- The responsibilities for each position are as follows:

  Student Councillors will-

  - Greet visitors to the school in a respectful way.
  - Assist at school assemblies and present special awards.
  - Coordinate special school-based student activities and special days.
  - Represent the school at the local RSL Anzac Day ceremony and other external events.
  - Attend to daily tasks as determined by the Student Councillor Roster (eg flag and daily notices).
  - Organise events for fundraising.
  - Promote councillors and their activities through occasional newsletter reports.
  - Assist the admin and staff with announcements and other rosters throughout the year.
  - Reflect, uphold and promote the school values.

Faction Captains will-

- Model good sportsmanship at all times.
- Present special awards and reports at assemblies.
- Set-up and assist with middle school and senior school sport.
- Assist with other student engagement activities as directed by the Physical Education teacher.
- Organise, distribute and pack up sports equipment for recess and lunchtime use.
- Keep the sports shed in a tidy and orderly manner.
- Assist with special events including carnivals and other sporting events.
- Reflect, uphold and promote the school values.

SHARED LEADERSHIP

In recognition of the growing maturity of the Year 6 students and their stature within the school community, opportunities will be created for students, other than the elected members of the Student Leadership Team, to play a leadership role in various initiatives and activities in the school. Some of these include Containers for Change, Budding Readers, Playground leaders and lunchtime Club leaders.

NOMINATION PROCESS & TIMELINE

The dates below are planned; however, if a change to a date is required then the school will inform parents and students ahead of time.

Term 3

Week 10	Students receive expression of interest forms and nomination information.

Term 4

Week 1	Teachers speak with students about leadership roles and expectations. Current student leaders also speak with students to share experience of being a student leader.
Week 2	students to return expression of interest for 2026 student leadership role.
Week 3	Candidates for stage 2 informed and provided with information
Week 5	Faction Captain and Student Councillor speeches on two separate days. Voting to take place on each day in classrooms.
Weeks 6	Results collated and presented to the Principal and Deputy Principals. Principal meets with Year 5 students to announce results. A Connect notice is sent to parents to inform them that positions have been announced.
Week 6	Students who nominate for School Captain positions participate in an interview with the principal and members of the school leadership team.
Week 9	Badges presented to elected leaders at a whole school assembly.