

# Allambie Heights Public School

RESPECT

RESPONSIBILITY

RESILIENCE

165 Allambie Road, Allambie Heights NSW 2100 P:9451 5440 F:9975 5046  
E: [allambieht-p.school@det.nsw.edu.au](mailto:allambieht-p.school@det.nsw.edu.au) W: [www.allambieht-p.schools.nsw.edu.au](http://www.allambieht-p.schools.nsw.edu.au)

## Student Leadership Procedures

### Rationale

Allambie Heights Public School places a high value on the development of leadership skills within our students, endeavouring to support those who aspire to leadership positions and helping all students improve their individual leadership capabilities. We seek to maintain fair and equitable processes for the election of student leaders.

### Purpose

*The purpose of this procedure is to ensure that:*

1. Through ongoing guidance and teaching in all classrooms, our school supports students through two leadership programs
  - (a) Student Parliament - see program procedures as detailed in the Allambie Heights Public School Student Wellbeing Procedures
  - (b) Year 5 Student Leaders in Primary Schools (SLIPS) program - a compulsory program delivered to all year 5 students in term 4 each year and aimed at equipping all students with the necessary skills to be school leaders as they move into year 6.

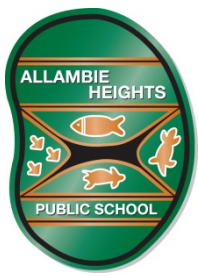
### Procedures

- 1) The year 5 staff plan a timeline of activities from the Student Leaders in Primary Schools (SLIPS) program so as to develop the leadership skills of all year 5 students
- 2) The timeline of activities will be communicated to all year 5 families through SchoolEnews and a hard copy sent home with all year 5 students
- 3) Parents will be invited to an information session to hear more about the program and to have any questions or queries answered around the process and the expectations of the students in all aspects of the program
- 4) The year 5 staff, Mrs Brown (Stage 3 Assistant Principal) and Mrs Helsloot (Principal) will follow the timeline of events for the implementation of the full program from training days to announcement of the incoming leadership team at Presentation Day.
- 5) The following positions will be announced at Presentation Day and students presented with the Leadership badges:
  - a) School Captains – 1 x girl and 1 x boy
  - b) School Vice-Captains – 1 x girl and 1 x boy
  - c) Prefects x 6 – top six as voted by staff and students from year 2 to year 6
  - d) Sports House Captains – top two as voted by staff and students from year 2 to year 6 in each house
  - e) Sports House Vice-Captains - top two as voted by staff and students from year 2 to year 6 in each house

### Outcomes

The Student Leadership Team at Allambie Heights PS is equipped with the skills essential to being effective leaders for the student body.

*The following documents are examples of the program and correspondence to parents.*



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## Year 5 Leadership Training and Election of School Leaders Overview for Parents – **sample letter and timeline**

Next term **all** year 5 students will participate in the Student Leadership in Primary Schools (SLIPS) program in preparation for their role as school leaders in year 6.

Included in this overview is:

- Information detailing the eligibility, role description and nomination process for electing the future School Leadership Team and House Captains.
- A timeline with all important dates for year 5 students.

### The School Leadership Team will consist of:

- Boy School Captain and Girl School Captain                      - Boy Vice Captain and Girl Vice Captain
- six Prefects

### House Captains will consist of: (for each of the four sporting houses)

- Two House Captains                      - Two House Vice Captains

### Eligibility (for the above mentioned positions)

Year 5 students who have successfully completed all aspects of the Leadership Training Program, including relevant home tasks and a presentation, will be eligible for nomination. It is expected that the quality and neatness of the home tasks and posters will be of a high standard.

### Role Description

- Act in a role of responsibility with integrity and honesty
- Confidently speak in public to a variety of audiences
- Demonstrate care and respect for others
- Respect school expectations
- Wear full school uniform with pride
- Possess a positive attitude and enthusiasm for school life
- Be an active participant in all school activities
- Provide leadership to the student body and be active members of the Student Parliament
- Represent the school and act on behalf of the student body at assemblies and school functions

### Implementation and Selection Process for School Captains

1. Louisa Brown, Gabby McClean and Jess Yeates will run two Leadership Training Days for year 5 students using a revised model of the School Leadership in Primary Schools (SLIPS) program.
2. All year 5 students are to complete **all** the set home tasks. Presentation is to be of high standard.
3. All year 5 students to present a speech on their 'Role Model' in small groups – year 5 parents are invited to attend this day.
4. Nomination proforma will be distributed to all **eligible** year 5 students.
5. Nomination proformas (letters) must be completed (including student and parent signatures) and returned to the Principal by the due date.
6. Nominees will complete individual campaign posters for display in the week prior to the election. Campaign posters are to be signed by both the student and parent.

7. All nominees will be invited to prepare a speech for presentation to year 2 to year 6 students and teachers on a set date.
8. Speeches to address the role description.
9. Immediately following nominee speeches, year 2 to year 6 students and all staff will vote.
10. Students to be informed whether successful or not for voting of House Captains and House Vice Captains.
11. Students nominating for the position of House Captain, will be invited to prepare a brief speech for presentation to year 2 to year 6 students at their designated House Meetings on a set date.
12. All positions will be announced prior to Presentation Day. Invites to be sent to successful students' families.

### Important Dates

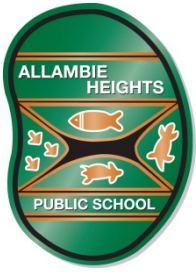
<b>Term 3 week 8</b> <i>Tuesday 11 September</i>	Advise year 5 students and parents in writing of the election process and timeline
<b>Term 4 week 1</b> <i>Wednesday 17 October</i>	Year 5 SLIPS parents information session – 6.30pm - library
<b>Week 2</b> <i>Monday 22 October</i>	Leadership Training Day 1 - 9.10am-12.55pm <b>Training Day 1 Reflection due Friday 26 October by 11.35am (due to PSSA sport)</b>
<b>Week 3</b> <i>Monday 29 October</i>	Leadership Training Day 2 - 9.10am-12.55pm <b>Training Day 2 Reflection due Friday 2 November by 11.35am (due to PSSA sport)</b>
<b>Week 4</b> <i>Monday 5 November</i>  <i>Thursday 8 November</i>	'Role Model' Speeches presented by all year 5 students - 9.30am in 5M and 5Y classrooms. Parents welcome to attend. Nomination proformas distributed to all eligible year 5 students.  Nomination letters due to the Principal by 3.10pm. <b>Nomination forms not signed by both student and parent/s will not be accepted. Nor will nomination forms be accepted after the 3.10pm bell. The office will not phone parents for nomination forms accidentally left at home.</b> Nominees to prepare campaign posters at home.
<b>Week 4</b> <i>Friday 9 November</i>	Nominees introduced at the K - 6 Assembly.
<b>Week 5</b> <i>Monday 12 November</i>	Campaign posters to be completed and displayed. <b>Campaign posters not signed by both student and parent/s will not be accepted. Nor will campaign posters be accepted after the 3.10pm bell. The office will not phone parents for campaign posters accidentally left at home.</b>
<b>Week 6</b> <i>Monday 19 November</i>  <i>Tuesday 20 November</i>	School Captain election speeches in hall. Following election speeches, year 2 – year 6 students and all staff will vote. Voting forms will include a photo next to the name of each nominee. Votes will be collated by the Principal, Mrs Brown, Mrs McClean and Miss Yeates.  Candidates informed of who has been voted into one of the ten senior student leadership positions.
<b>Week 6</b> <i>Wednesday 21 November</i>  <i>Thursday 22 November</i>	House meetings – nominees to make speeches for House Captain position. Following election speeches, year 2 – year 6 students and all staff will vote. Voting forms will include a photo next to the name of each nominee. Votes will be collated by the Principal, Mrs Brown, Mrs McClean and Miss Yeates.  Candidates informed of who has been voted into the House Captain/Vice House Captain positions.
<b>Week 8</b> <i>Wednesday 5 December</i>	Presentation Day 9.30am – announcement of all student leadership positions for 2019 and leaders sworn into their leadership positions.

Louisa Brown  
Stage 3 Assistant Principal

Angela Helsloot  
Principal

## Year 5 Leadership Training – **sample program**

Day 1	Day 2
<p><b>Discussion: 5 mins</b> Think Tank</p> <p><b>Warm up games (two groups): 30mins</b> Alphabet Game Baggage Claim (rotate groups to complete both games)</p> <p><b>Discussion:</b> <i>(crunch and sip)</i> Hand out labelled and numbered booklet Read “Spot the student leader” Form 11 groups 6</p> <p><b>Activities:</b> Quality and Skills cards - 15 mins This Is me - 30 mins (hamburger) Personal values (booklet)</p>	<p><b>Warm up: 10 mins</b> Scrabble (in groups of 6)</p> <p><b>Discussion: 15 mins</b> How to present yourself... Use current leaders as models How to greet a guest... Impromptu role play scenarios</p> <p><b>Discussion:</b> <i>(crunch and sip)</i> Role Models and Leaders</p> <p><b>Activity:</b> Someone I admire (booklet)</p> <p><b>Activity introduction: 10 mins</b> Team Task – Fashion Parade (booklet) Planning and sketching</p>
<p><b>Activity: 30 mins</b> Being a Good Listener (booklet)</p> <p><b>Discussion:</b> Boss vs Leader</p> <p><b>Explain:</b> Role Model project</p> <p><b>Conclusion:</b> Current leaders speak</p>	<p><b>Activity: 30 mins</b> Team Task – Fashion Parade Making and fashion parade</p> <p><b>Discussion:</b> Famous mistakes</p> <p><b>Conclusion:</b> Achievement tree (booklet)</p>
<p><b>Listening Games:</b> Memory listening games Chinese whispers</p>	<p><b>Games:</b> Scrabble Crazy word chains</p>
<p><b>Home tasks:</b> Reflection to be completed and due by Friday</p>	<p><b>Home tasks:</b> Reflection to be completed and due by Friday</p>



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## Letter of Nomination for a Student Leadership Position – Captain, Vice-Captain or Prefect

Dear Mrs Helsloot

### I understand as a school leader I must demonstrate the following:

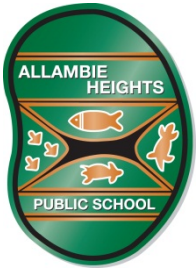
- Act in a role of responsibility with integrity and honesty
- Confidently speak in public to a variety of audiences
- Care for and respect others
- Respect school expectations
- Wear full school uniform with pride
- Possess a positive attitude and enthusiasm for school life
- Be an active participant in all school activities
- Provide leadership to the student body and be members of the Student Parliament
- Represent the school and act on behalf of the student body at assemblies and school functions

Signature of student:

Date:

Signature of parent/s:

Date:



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## Letter of Nomination for a Student Leadership Position – House Captain or Vice-House Captain

Dear Mrs Helsloot

### I understand as a school leader I must demonstrate the following:

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Signature of student:

Date:

Signature of parent/s:

Date: