

Student Leadership and Participation Procedure

APPLICABLE TO	Students, Teachers and Families at Rosary Park Catholic School, Branxton		
DOCUMENT OWNER	Rosary Park Catholic Primary School Executive		
APPROVAL DATE	July 2020		
APPROVED BY	Staff and Parents		
LAST REVIEW DATE/S	N/A	NEXT REVIEW DATE	2024
RELATED DOCUMENTS	<ul style="list-style-type: none"> • Student Leadership and Participation Policy • Student Leadership Policy • Student Leadership Procedure • Student Welfare Policy • Student Welfare Procedure • CSO Wellbeing and Pastoral Care Policy 		

Purpose

The Student Leadership and Participation Procedure relates directly to the Rosary Park Catholic School Student Leadership and Participation Policy and the School's Leadership Policy and Procedure. This document explicitly outlines the procedures in place at Rosary Park Catholic Primary School that enable Student leadership and participation in a range of school initiatives.

Scope

This procedure applies to all community stakeholders at Rosary Park Catholic School in Branxton. With a specific focus on the students, the procedure also adds clarity for parents on the steps undertaken to enable student leadership and participation.

Responsibilities

The Principal or delegated executive members will be responsible for:

Student Leadership:

- Supporting all teachers, specifically Stage 3 teachers in Leadership development programs.
- Ensuring consistent, fair and just procedures are enacted for the election of student leadership roles in Term 4 of the previous year.
- Leading the shortlisting of nominees for student leadership to ensure suitability of all applicants wishing to be considered for any leadership roles.
- Communicating directly with parents should a nomination not be considered suitable by staff.
- Scrutinising the student voting process for the election of Student Leaders to promote gender equality or any peer pressure against personal choice.
- Planning for and communicating to parents the timing of assemblies / Masses that will announce Student Leadership roles as they are confirmed.

- Ensuring equitable and if necessary rostered access to various parts of the school playground during lunch.
- Ensuring adequate structures are in place (including staff supervision) for a variety of student clubs and groups outside of the classroom.

Classroom Teachers and Learning Support Team will be responsible for:

- Promotion and recognition of student leadership initiatives throughout the school.
- Unpacking age-appropriate understanding of the different student leadership roles and the place of the student leadership team in the school.
- Delivering Leadership Development workshops, discussions and projects in the lead up to student nomination and election process (Stage 3 Teachers).
- Consulting with teachers supervising the student groups and projects to suggest the most suited group for a particular student in need of such involvement.
- Leading, guiding and encouraging student participation in nominated group and related projects throughout the school especially if it pertains to their wellbeing and sense of purpose in the school (Classroom Teachers / Group Leaders).
- Regularly rostering student group meetings and projects for which they undertake a supervisory role and communicating this with the staff and student body (Group Leaders).
- Ensuring consistent, fair and just election practices in the classroom including an awareness of what to look for and elect in a leader beyond popularity or sibling connection.
- Monitoring the potential and responding to any gender bias or pressure to vote for one candidate over the other.

Parents will be responsible for:

- Supporting students in their understanding of and aspirations for student leadership for their chosen leadership team, including the completion of the leadership portfolio and supporting upon the announcement of results.
- Remaining aware of timelines and understanding of processes involved in the election of student leaders (communicated through student leadership information notes sent home in Term 4 (Year 5)).
- Encouraging students to bring student related concerns to the student leadership team for discussions and possible solutions.
- Encouraging students to participate in one of the student leadership teams that might interest and engage them within the school: Active Lifestyle Team / Mercy Team / Environmental Team / Positive Behaviours for Learning (PBL) Team.

Students are responsible for:

- Participating in Student leadership discussions and workshop opportunities as they arise. Even if students are unlikely to nominate, it is important as senior leaders they have an understanding of leadership for all students.
- Nominating themselves in Year 5 to be involved in ONE of the following teams in Year 6: Active Lifestyle Team / Mercy Team / Environmental Team / PBL Team and committing to this for the year.
- Considering nominating for chosen leadership roles for their chosen team and committing to full participation in this team for the duration of Year 6 (Active Lifestyle Team / Mercy Team / Environmental Team / PBL Team).
- Participating fully in the election process and if a candidate, speaking to the whole school regarding their commitment to and hopes for the leadership role to which they aspire.

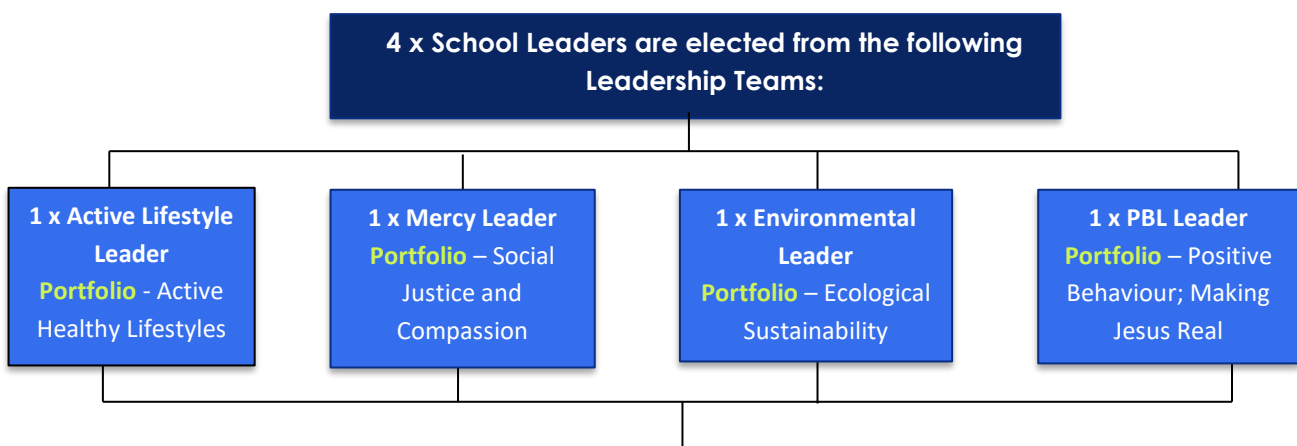
- Maintaining exemplary behaviour with a clear understanding of steps undertaken as a result of any ongoing negative behaviours.
- Conducting themselves respectfully and responsibly in any leadership role, most specifically during student leadership team meetings.
- Fulfilling the ongoing responsibilities of their elected role.
- Taking opportunities to actively participate in their chosen leadership team and related projects offered throughout the school year.

Step by Step

Annual Student Leadership Procedures

Leadership Nominations

- The structure of student leadership roles within the 'Student Leadership Team' model is set out in the diagram below. The specific leadership roles and responsibilities are expanded into role descriptions in **Attachment 1**
- The annual process for student leadership selection begins in Year 5 under the guidance of the Year 5 teachers.
- Students complete a Leadership workshop day in Term 4 with the support of the Religious Education Coordinator / Stage 3 staff and begin to work through a Leadership nomination portfolio as part of a whole class focus on leadership where they nominate themselves to be a part of ONE of the following teams (if they wish to): Active Lifestyle Team / Mercy Team / Environmental Team / PBL Team.
- Once students are in a team, they may choose to nominate themselves to be a student leader in Year 6 at Rosary Park, with ONE student leader elected by the students and staff at Rosary Park per team to fulfil the role of their team leader and also student leader at Rosary Park. If there are more than four students in each team who nominate themselves to be leader, the students will deliver their speeches to their team members, which will include current year 6 members. Team members will then vote on the top four nominees who will go on to present their speech to staff and students in years 2 to 5, for the school leader voting process. One leader from the Active Lifestyle Team, one from the Mercy Team, one from the Environmental Team, one from the PBL Team is elected to make up the four student leader positions at Rosary Park Catholic School (*the structure of student leadership roles within the Student Leadership Team is set out below*).
- Sports leaders will be nominated and then voted after the election of School Leaders. A student can be nominated and give a speech for both leadership and sports leadership roles, but precedence will be given to School Leaders.



ALL Senior Students in Year 6 – Members of student body as the voice of the students in general

Validating and Shortlisting Nominations - Candidates

- When nominations for student leaders are received they are validated by executive members including the Year 5 teachers. There are two purposes to this validation process.
 1. To determine if a student is suitable to the role of leadership of any kind based on their participation in school to date.
 - a) Any student with considerable, repeated behavioural challenges with little or no trend of improvement, will not be considered as suitable. The possibility of this happening will be discussed as part of restorative justice discussions leading up to the point in year 5 where nominations are called for.
 - b) If a child's nomination is not to be accepted based on these circumstances, a conversation must be held with parents before informing the student.
 - c) **It is vital to note that this is the only point in the process where staff have discretion over the selection of student leaders.**
 2. The number of nominations for school leader MAY need to be culled to a reasonable number for clarity. *IF* more than four leaders nominate in a team then an election process will take place. This process will be undertaken in the form of a student vote by their team and year 6 team members, overseen by the teacher(s) who are responsible for leading this team, as well as a member of the executive.
 - The distribution of gender in the short listing must be equitable to the distribution of nominations received (i.e. 2 boys / 2 girls per team maximum).
- It is important that students who are *NOT* shortlisted because of numbers are informed that they are considered worthy nominees for other leadership roles but on this occasion missed out on the school leader's shortlist. This needs to be done with clarity and compassion so as to not diminish the student's wish to undertake further roles in the future.

Candidate Speeches

- Once candidates have been nominated to become one of the four student leaders of the school, they will be informed that they have been shortlisted to stand for student leadership speeches.
- Students will be informed of the scheduled date for formal leadership speeches and receive support in class on how to develop a leadership speech.
- Order of speeches will be drawn out of a hat.
- Students who nominate themselves will need to give a 1 minute profile of themselves and how they can best serve in that leadership role to their peers, teachers and School Principal/AP. This is to be a speech prepared at school in school hours by the child with no props, gifts or technology used.
- Leadership speeches are scheduled during the school day so that students from Kindergarten to Year 6 students are able to listen.
- Speeches will be delivered to our student community for whom the successful candidates will lead. Parents will be invited to support their child at the end of year Mass where leaders for the coming year will be announced.

Electing School Leaders

- The whole leadership process must be scheduled so that the leaders are announced prior to the End of Year Whole School Mass.
- Immediately following the leadership speeches, each student completes a voting form. Students from Years 2 to 5 vote for a senior leader (one per team).
- Nominees can vote for themselves.
- Executive/Teachers/Support Staff will also be able to vote.

- The question of gender must be addressed and managed. We are electing the four best student leaders. Student are encouraged to consider both genders (and not just vote for their own). Students will be required to vote for the one person they feel would be the best leader, regardless of gender.
- It is noted that any pattern of voting from a cohort that suggest boy's vs girls' bias will be addressed and asked to reconsider the value of their vote.
- Completed voting forms are sent to the school office. At least one executive member and at least one Year 5 teacher, are to ratify and count the votes received.

Announcing School Leaders

- **The elected four school leaders will be announced at the End of Year School Mass that year.**
- Parents of all nominees are encouraged to be present at this Mass to support their child no matter the result, although individual contact with families will not occur.

Electing other Leadership Roles: Sports House Leaders *(refer Student Leadership Election Policy and Procedure, 2019)*

- Invite Year 5 students to nominate themselves for a sport house leader role for their house colour.
- Students will need to fill out and sign a Student Leader Nomination Form that outlines why they believe that they would be a suitable sport leader at Rosary Park, along with a self-assessment checklist.
- Staff and the school principal will review the candidates, which consider parent and teacher recommendations regarding student behaviour and attitude.
- Students who nominate themselves will need to give a 1 minute profile of themselves and how they can best serve in that leadership role to peers in their house colour. This is to be a speech prepared at school in school hours by the child with no props, gifts or technology used.
- Each student (Years 2 to 5) completes a voting form, voting for one person.
- For the Sport's House Leaders, students from Years 2 to 5 vote for a male and a female sport house leader from their colour house.
- Nominees can vote for themselves.
- Executive/Teachers/Support Staff will also vote.

In the event of tied situation, all successful candidates will hold the leadership position that was voted for.

In the event of only one gender belonging to a leadership team, 2 of the same gender will be elected.

At the end of Grade 5, a Leadership day for the Grade 5 cohort will be organised and held in Term 4.

Commissioning of Student Leaders

- All leaders are commissioned and presented with their badges at the Opening Mass in the year of service.
- Parents are invited to make the presentation to their children and pin the badge on as their shared commitment in supporting their child in the leadership role at the school.

Student Leadership Team Meetings

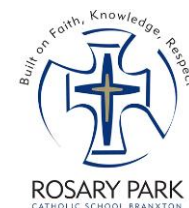
- Student Leadership Team meetings are conducted twice per term with the support of the teacher(s) who has / have nominated themself /themselves to manage one of the teams: Active Lifestyle Team / Mercy Team / Environmental Team / PBL Team.
- The structure and process of the student leadership team meetings is established and initially coordinated by the Year 5 teachers as part of the Leadership Development in Year 5.
- The actual Student Leadership Team Meetings are supervised by the teacher(s) managing the team.

- While all senior students who nominated to be part of one of the teams are able to participate in the student team meeting, the elected leader has specific responsibilities that involve leading projects and initiatives.
- The student leader, with the support of the supporting teacher summarises discussions and suggestions into a report for the Principal. These are kept in the Student Leadership Team Minutes Folder (located in the Year 6 folder on share point / MNConnect).
- The four student leaders meet with the school Principal for 10 minutes (twice per term) to verbally discuss the report for that sitting the team meeting. This is done as soon as possible. An appointment is made for this meeting.
- The Student Leadership Team plans for and submits contributions to the 'Student Voice Section' of the school newsletter over the term.

Student Leadership Roles – A Privilege and A Responsibility

- It is noted that all student leadership roles are both a privilege and a responsibility.
- Student leaders are to maintain exemplary behaviour and commitment to positive participation in the school including, but not limited to an ongoing commitment to school uniform as the visible membership of the community.
- While occasional factors may result in mistakes being made in behaviour for student leaders, this must not and will not become a pattern.
- Any student leader who is required to attend a Reflection Room (Major Behaviour Form issued as a result of 3 minors OR as a result of an immediate, serious concern) for second time in a term, their leadership role will be suspended for at least the following three weeks.
- A second suspension of the leadership badge (a further two visits to the reflection room in a term) will involve a meeting with parents to discuss any future participation in the student leadership program.

Attachment 1 : Student Leadership Roles Descriptions



Four Elected School Leaders:

- Act as role models of behaviour for all students in their commitment to the school PBL rules: I am SAFE, I am RESPECTFUL, I am an ACTIVE LEARNER.
- Represent, witness and promote the wellbeing of all students across all aspects of school life.
- Conduct the Weekly Awards Assembly each Friday of the term.
- Participate as convenors of Student Leadership Team Meetings with the support of the supervising teacher(s).
- Communicate minutes and discussions from student team meetings to the school Principal.
- Contribute to the fortnightly newsletter in the Student Voice section (with support from team members and supervising teacher(s)).

Mercy Team and Mercy Team Leader:

“There are three things which the poor prize more highly than gold, tho’ they cost the donor nothing; among these are the kind word, the gentle, compassionate look and the patient hearing of their sorrows”.

(Catherine McAuley)

- Participate in the Student Mercy Team meetings
- Act in response to Jesus Challenge of service of others
- To rise to the Call of the Sisters of Mercy: “A way of life, not an act of kindness”, which involves:
 - imitating Jesus’ tender love - especially for the poor, sick and suffering
 - fostering a welcoming spirit within their works of mercy
 - showing hospitality in the spirit of Catherine McAuley to those in need
- Research, Initiate and organise social justice projects that help those less fortunate than ourselves or experience times of stress and hardships with the support of the supervising teacher who oversees the Mercy Team. These are often dependant on current events such as drought, fire and other immediately traumatic events.
- *Team Leader:* Lead the Mercy Team organisation in their various annual endeavours including:
 - Regular visits to those who may be lonely – our neighbouring nursing homes
 - Lent programs such as Caritas and Shrove Tuesday
 - St Vincent De Paul Winter and Christmas appeals
 - Support Year 4 with the ‘Mercy Works Project’
 - Catholic Mission Australia

Environmental Team and Environmental Team Leader:

- Participate in the Student Environmental Team meetings
- Act as role models for the stewardship of creation and to rise to the call of Laudato Si “Care of our Common Home”.
- Seek ways to increase the schools ecological sustainability by reducing energy consumption and waste.
- To research, initiate, organise and promote further opportunities to continually reduce, reuse or recycle products used within the school and from home (including bottle tops, toothbrushes, ink cartridges, batteries etc.).
- Assist in the maintenance of the school gardens (flowers / fruit / vegetables / herbs etc.), with the support of the supervising teacher who oversees the Environmental Team.

- Ensure adequate promotion of the whole community focus on ecological sustainability via school signage and regular reminders.

Active Lifestyle Team and Active Lifestyle Team Leader:

- Participate in the Student Active Lifestyle Team meetings
- Act in a sportsmanlike manner at all times including winning and losing graciously and reasonable adherence to universal sporting rules.
- Promote community through social interaction and rise to the call of invitation and inclusivity in sporting activities.
- To research, initiate, organise and promote various special interest sporting / active lifestyle endeavours to be accessed by students during second half of lunch and / or recess (they need not participate in the sporting activities). The goal is to provide options for students who may seek opportunity to be part of a sporting / active lifestyle activity. Proposed 5 week rotations of each special interest for example:
 - Daily fitness and development of fundamental movement skills
 - Continuous cricket
 - Oz tag / tag (using Oz tags)
 - Ball games
 - T-Ball
 - Dance
 - Stretches
 - Children's yoga
 - Referees for playtime games
- Ensure adequate promotion of the Active Lifestyle Team via school signage and regular reminders.

PBL Team and PBL Team Leader:

- Act as role models as friend to all.
- Participate in the PBL Team meetings.
- Communicate the 'Rule of the Week' to the school at Monday morning assembly.
- Collect 'Student Shout Outs' each week (one per class) to be drawn out at Friday award's assembly for a prize.