



Student Participation and Leadership Handbook

A Guide for Our Community

This document will be reviewed Term 3, 2024.



Front row from left to right: Matilda B. (2023 Student Leader), Coen L. (2023 School Captain), Keyton D. (2023 School Captain), and Stuart M. (2023 Student Leader).

Back row from left to right: Ailahni A. (2023 Student Leader), Mrs Penny Ellis (Principal), and Lochie B. (2023 Student Leader).

Rationale

Every child has the potential to be a leader given the right set of circumstances and environment. It is important to provide a variety of environments and experiences so that students can fulfil their leadership potential. Wyee Public school has a commitment to encouraging and developing leadership qualities in all students by providing a range of formal and informal opportunities. Student voice acknowledges that students have unique perspectives on learning, teaching, and schooling, and should have the opportunity to actively shape their own education. Student voice is students actively participating in their schools, communities, and the education system, contributing to decision making processes and collectively influencing outcomes by putting forward their views, concerns, and ideas. Student voice allows students to engage, participate, lead, and learn.

Students are encouraged to nominate for the different formal student leadership roles with a variety of responsibilities across the school. These positions provide students with opportunities to develop confidence and independence to experience risk-taking in a supported environment.

For more information regarding the Department of Education's student voice, participation and leadership policy click the link below.

<https://education.nsw.gov.au/student-wellbeing/student-voices/student-voice-and-leadership>

Wyee Public School

Student Leadership Team

Our school offers formal leadership positions for students in Year 6. The following positions are elected by our K-5 students and staff: School Captains (2), Student Leaders (4).

Note: If there are less than 20 students in the year group, the four student leader positions will be open to Stage 3 students. The two School Captains will be filled by Year 6 students.

Student Leadership Team Member Roles and Responsibilities

School Captains and Student Leaders:

- are outstanding role models for all in the school community by upholding the Student Leadership Code of Conduct.
- represent the school at formal functions and host special commemorative events.
- lead the K-6 school assemblies and provide a student leadership report.
- provide a written student leadership report for the school newsletter.
- facilitate Student Representative Council meetings.
- assist with Kindergarten Orientation.
- attend the GRIP student leadership conference in Term 2 and lead implementation of strategies with all students with the support of the Assistant Principals.

Student Leadership Team Member Selection Criteria

The selection requirements for these positions are outlined below.

- Students may only hold one leadership position at a time.
- There will be some students who wish to nominate for either a Student Leadership Team member position or a Sport House Captain position. Students may do so on the understanding that they complete the selection process for both positions and that their priority is for selection in the Student Leadership Team followed by the Sport House Captain position.
- Eligibility for a student leadership position will be determined collaboratively by the School Executive Team at the time of nomination. If there are concerns about the suitability of a nominated student for the role then the School Executive Team will consult with the student and parent, outlining any concerns and reasons for the decision.
- The responsibilities and opportunities attached to each leadership role will be made clear to students before voting occurs.
- Students will be expected to follow the Student Leaders' Code of Conduct.
- Student Leaders not upholding the Student Leaders' Code of Conduct will receive consequences consistent with the School Behavior Support and Management Plan.
- Student Leaders breaking the Student Leaders' Code of Conduct will be counselled by the Principal about the implications for their leadership position.
- Student Leaders may have their position suspended for a period of time or revoked, as determined by the Principal.

Selection Process for Student Leadership Team (School Captains and Student Leaders)

Year 5 students and parents are informed of the Student Leadership Election process from the start of Term 4. Student Leadership Team positions will be determined by election. There will be one round of speech delivery and voting in the election process. All nominated candidates will deliver their speeches to the K-6 student body and staff.

Process for Students

1. Students/Peers nominate others/themselves on the nomination form. Students hand nomination forms to Stage 3 teachers to sign and support their nomination.
2. School Executive Team consider each nomination's eligibility, before creating the ballot.
3. Ballot is created, candidates and parents are notified.
4. Candidates design a maximum of two campaign posters which will be displayed for a week. Posters are to be endorsed by the School Executive Team before displaying. The poster may include:
 - name in large, bold writing.
 - a current photograph.
 - information about:
 - the candidate's contribution to the school and school community;
 - what the candidate believes a student leader does and the responsibilities student leaders have;
 - why students should elect the candidate; and
 - what improvements the candidate could implement at the school for their peers.
5. Candidates present an election speech which is no longer than two minutes in length to K-6 students and staff. The speech is to focus on the appropriate attributes and qualities the student will bring to the leadership position within the school. No props or PowerPoints are to be used. The speech is reviewed by the Principal at least two days prior to presentation. The speech should outline:
 - the candidate's beliefs on being a Student Leader.
 - why the candidate should be elected as a Student Leader.
 - what improvements the candidate could implement within the school.

At no time are the candidates allowed to give bribes to the other students in any year to influence their vote. If the candidates do so they will be disqualified from the elections.

6. Voting will take place on the same day as the speeches. There will be a ballot paper with a photo next to the candidate's name for students K-5 and staff to complete. The order of the ballot paper will be determined by drawing each candidate's name out of a hat.

7. Each student will vote for two students by circling the name/photo of their preferred candidates. Each vote is worth one point. Votes will be counted by the School Executive Team.

Note: If there is a tie of highest votes between second and third candidates, staff and the Student Representative Council (SRC) will complete a second vote to determine the Student Leaders.

8. The students will be informed of the results within two days by the Principal. Nominees' parents and carers will also be contacted on this day. The candidates will be told the six elected student leaders. However, their elected position will not be announced until the Annual Presentation Day assembly, held at the end of Term 4, where they will be presented with their badges.



Student Leaders' Code of Conduct

What is a Code of Conduct?

As a member of the school's leadership team, you agree to comply with Wyee Public School's Student Leaders' Code of Conduct which outlines the behaviours expected of all Student Leaders.

Student Leaders will role model the school values by being:

Safe

- Adhere to the School Behaviour Support and Management Plan.
- Act in a way that ensures the safety of self and others by upholding the school values and expectations.

Respectful

- Treat others fairly and honestly.
- Show empathy and care towards others.
- Use polite and appropriate language.

Engaged

- Role model safe, respectful behaviours for all students.
- Be an active and positive participant in school life.

By signing below, you acknowledge the privilege of the position of Student Leader at Wyee Public School and pledge to fulfil the duties and comply with the Student Leaders' Code of Conduct. You understand that a breach of the Student Leaders' Code of Conduct may lead to loss of privileges in your role at the Principal's discretion.

Student Leader name: _____

Student Leader signature: _____

Student Leader's parent signature/s: _____

Principal Signature: _____

Date: _____

Mentors In Student Leadership

The Role of Principal as Mentor

- Meet with the candidates before the election process starts.
- Meet with new leaders and sign the Code of Conduct.
- Ensure leaders understand their roles and responsibilities.
- Regularly meet with School Captains and Student Leaders.
- Give final approval to student initiatives.
- Advise students on the principles of leadership.
- Make final decisions on consequences for leaders who breach the Student Leaders' Code of Conduct.
- Assist the Assistant Principal, Curriculum and Instruction in proofreading student leadership reports prior to publication in the newsletter and school website.

The Role of Assistant Principal, Curriculum and Instruction as Mentor

- Meet with the Student Leadership Team post attending the GRIP student leadership conference, to determine implementation strategies and support for all Year 6 students in student leadership.
- Support development of fortnightly Student Leader reports for the school newsletter and school website.
- Support students in developing the principles of leadership.
- Assist the Student Leaders in hosting the K-6 assembly each fortnight.
- Support development of Student Leader reports to K-6 assembly each fortnight.

The Role of the Stages 2 and 3 Assistant Principal as Mentor

- Support students in developing the principles of leadership.

The Role of Stage 3 Teachers as Mentors

- Support all Stage 3 students in developing their individual leadership capabilities.

The Support Role of Parents for Student Leaders

Some things parents can do to support their child in a leadership role include:

- understanding the Student Leader's role and the expectations of the role.
- speaking with their child to understand their role.
- reviewing the Student Participation and Leadership Handbook and Student Leaders' Code of Conduct.
- seeking clarity from the Principal or Stages 2 and 3 Assistant Principal if unclear on any aspects.
- being a positive role model for their child and the rest of the leadership team at school activities and functions. This may be by way of planning, organising and/or attending events where possible.
- supporting their child in the role of Student Leader and providing guidance where appropriate.
- being interested and engaged in their child's role and the rest of the leadership team.
- assisting their child to present as a positive role model for other students (positive behaviour, correct uniform, shoes, grooming).
- supporting their child in using planning and organisational strategies to be ready for agreed activities.
- assisting in preparing and rehearsing speeches or presentations with their child so they can be presented in the most prepared manner.
- providing positive and encouraging feedback to build their child's confidence and capability as a leader.
- respecting the school's choices of students, activities, roles, and responsibilities.
- actively supporting the school in the leadership initiatives and expectations, which may include involvement in student leadership activities or initiatives, school assemblies or functions, P&C activities, and fundraising events.
- communicating with the school through the Principal or Stages 2 and 3 Assistant Principal to provide any constructive feedback in terms of improvements in student leadership and/or leadership opportunities.

Wyee Public School

Sport House Captains

Our school offers formal leadership positions for students in Stage 3. Two students are elected as Sport House Captains for each of the four sport house groups: Budgewoi, Tuggerah, Munmorah and Macquarie.

Sport House Captains Role and Responsibilities

Sport House Captains:

- assist as required before and during sporting events.
- motivate and encourage students at sport carnivals.
- present awards and recognition for sporting achievement.
- lead school sport assemblies.
- prepare sport reports for fortnightly assemblies.
- prepare sport reports for the school newsletter and website.
- assist in collecting data for the Premier's Sporting Challenge.
- assist the organisation and management of the school sport equipment.
- attend the GRIP student leadership conference in Term 2 and lead implementation of strategies with all students with the support of the Assistant Principals.

Sport House Captain Selection Criteria

The selection requirements for these positions are outlined below.

- Students may only hold one leadership position at a time.
- There will be some students who wish to nominate for either a Student Leadership Team member position or a Sport House Captain position. Students may do so on the understanding that they complete the selection process for both positions and that their priority is for selection in Student Leadership Team followed by Sport House Captain position.
- Eligibility for a student leadership position will be determined collaboratively by the School Executive Team at the time of nomination. If there are concerns about the suitability of a nominated student for the role then the School Executive Team will consult with the student and parent, outlining any concerns and reasons for the decision.
- The responsibilities and opportunities attached to each leadership role will be made clear to students before voting occurs.
- Sport House Captains will be expected to follow the Student Leaders' Code of Conduct.
- Sport House Captains who are not upholding the Student Leaders' Code of Conduct will receive consequences consistent with the School Behaviour Support and Management Plan.
- Sport House Captains breaking the Student Leaders' Code of Conduct will be counselled by the Principal about the implications for their leadership position.
- Sport House Captains may have their position suspended for a period of time or revoked, as determined by the Principal.

Sport House Captains Selection Process

Students nominate themselves or peers for the position of Sport House Captain. Sport House Captain positions can only be held by Stage 3 members of the particular sport house.

1. Nominated students complete a written application form which is submitted to the School Sport Coordinator by the due date in Term 4.
2. The School Sport Coordinator considers all applications in consultation with the School Executive Team to assess each applicant's suitability based on demonstration of prior behaviours that meet the school's values as well as the applicant's intended contributions to the school.
3. The ballot is created and candidates and parents are notified.
4. Candidates attend a school sport house meeting, during which a silent vote is conducted by all students in K – 6 of the school sport house. Each teacher at the school sport house meeting also vote.
5. The School Sport Coordinator counts all votes with the School Executive Team. The two students from each sport house with the highest votes will become the Sport House Captains for that house group.
6. Elected Sport House Captains will be announced to the whole school and presented with their badges at the Presentation Day Assembly at the end of Term 4.



Sport House Captains' Code of Conduct

What is a Code of Conduct?

As a Sport House Captain, you agree to comply with the Wyee Public School Sport House Captains' Code of Conduct which outlines the behaviours expected of all Sport House Captains.

Sport House Captains will role model the school values by being:

Safe

- Adhere to the School Behaviour Support and Management Plan.
- Act in a way that ensures the safety of self and others by upholding the school values and expectations.

Respectful

- Treat others fairly and honestly.
- Show empathy and care towards others.
- Use polite and appropriate language.

Engaged

- Role model safe, respectful behaviours for all students.
- Be an active and positive participant in school life.

By signing below, you acknowledge the privilege of the position of Sport House Captain at Wyee Public School and pledge to fulfil the duties and comply with the Sport House Captains' Code of Conduct. You understand that a breach of the Code of Conduct may lead to loss of privileges in your role at the Principal's discretion.

House Captain name: _____

House Captain signature: _____

House Captain parent signature/s: _____

Principal signature: _____

Date: _____

Mentors for Sport House Captains

The Role of School Sport Coordinator

- Meet with the candidates before the election process starts.
- Meet with new Sport House Captains and sign the Code of Conduct.
- Ensure Sport House Captains understand their roles and responsibilities.
- Regularly meet with Sport House Captains.
- Give final approval to student initiatives.
- Advise students on the principles of leadership.
- Refer Sport House Captains who breach the Sport House Captains' Code of Conduct to the Principal.
- Assist in proofreading Sport House Captains reports prior to publication at assemblies as well as in the newsletter and school website.

Wyee Public School

Student Representative Council K-6

The Student Representative Council (SRC) is a student-based council designed to promote school spirit, student voice and leadership among students at Wyee Public School.

The Role of the Student Representative Council

- Represent the student body by providing a forum for students to address school related issues, which affect their lives.
- Fundraise for local and national causes, and plan special events and projects.
- Provide a link from the student body to the Principal and School Executive Team by keeping open communication between students and school staff.

SRC Member Responsibilities

- Attend scheduled SRC meetings and be a voice for their class peers.
- Maintain a high standard of personal conduct, upholding the core values of Wyee Public School.
- Demonstrate leadership qualities by serving as positive examples of behaviour through their words and actions.
- Participate in approved activities, which will serve to enhance the quality of both the physical and social environment of the school.
- Keep a log of ideas and suggestions made by their class peers and bring to SRC meetings.
- Feedback the general SRC business to the school body via class reports and at fortnightly school assemblies.
- Monitor the Buddy Bench during break times.

Selection of the Student Representative Council

The SRC comprises of student representatives from each class K-6.

- Representatives are either self-nominated or nominated by their class peers.
- Each self-nominated or nominated student must at class level present a short speech on why they feel they would be an effective representative for their class.
- A new SRC election is held at the beginning of each year.
- Stage 3 students can hold the position of SRC member and another leadership role, except if they are a member of the Student Leadership Team.

Teacher Mentor Role

- Coordinate SRC meetings and liaise with SRC members on upcoming events and business.
- Keep open communication with the Principal and staff in regard to SRC member's ideas and concerns.
- Organise planned SRC events with the help of the SRC, as well as promote and oversee these events.
- Communicate all upcoming events and SRC business with the school community through the newsletter, Seesaw, school Facebook page, notes home and emails to staff.
- Keep minutes of each meeting and forward to the Principal.
- Coordinate the SRC election each year.
- Organise the SRC Induction Ceremony in consultation with the Principal.
- Organise SRC badges and a copy of SRC Pledge for each representative.
- Support SRC members in preparing their fortnight assembly reports.

Wyee Public School

Library Monitors

Our school provides opportunities for Stage 3 students to play a significant role in ensuring the library is accessible for all students by modelling and guiding the appropriate use of the library and its resources.

Roles and Responsibilities of the Library Monitors

Students work in collaboration with the teacher librarian in arranging resources for student use during library time.

Selection of the Library Monitors

Library monitors are selected by written application to the teacher librarian and are required to demonstrate responsibility and reliability in being positive role models for other students in the use of the library. Library monitors do not hold a second student leadership position.

- In Term 1, the teacher librarian advertises the position of library monitor to Stage 3 students.
- Stage 3 students self-nominate for the position of library monitor through a written application to the teacher librarian.
- Applications are to include the student's reason for wanting to hold the position of library monitor and how they can contribute to assisting library staff.
- A panel, including the teacher librarian, selects up to four students from the written applications.
- Induction of library monitors takes place at a designated meeting. The teacher librarian issues a badge to each library monitor at the whole school assembly at the beginning of the year.
- At any time, the student can withdraw from their library monitor role after consultation with the librarian and return their badge.
- At any time, the librarian can withdraw library monitor status if the student has not met the criteria for their role.

The Role of the Teacher Librarian as Mentor for the Library Monitors

- Meet with all new monitors to clarify their role and model the organisation of resources and how to shelve books.
- Provide ongoing mentoring through guidance and advice as required.
- Support the library monitors to promote their role via school assemblies.
- Organise the library award so library monitors can present at the fortnightly whole school assembly.

Wyee Public School School Representation

Our school provides opportunities for all students to participate, excel and lead in the cultural, performing arts and sporting areas. Wyee Public School boasts strong representation and success at district, regional and state levels. We are a proud member of the Lake Macquarie East Community of schools, which provides further opportunity for interschool opportunities and experiences for our students.

Performing Arts and Cultural Representation

A variety of opportunities support our K-6 students to develop their skills and talents, individually and collectively. School representation opportunities include dance, public speaking and debating.

Dance

Years 2 – 6 students can audition for our school Star Struck performance group. Auditions are held in Term 1 with student selection being at the discretion of the teacher mentor.

Selection criteria includes:

- demonstration of ability to learn dance moves.
- demonstration of listening skills.
- demonstration of rhythm and technique.

Unless absent from school, students are expected to attend all rehearsals which take place once or twice a week during lunch or recess. All students are expected to demonstrate safe, respectful, and engaged behaviour to be considered for school representation at external performances.

Public Speaking

All students in K-6 participate in Wyee Public School's annual Public Speaking Competition. Class competitions are held in Term 2, with two representatives from each class participating in the stage final in Term 3. From each stage final, two students are selected on merit to represent Wyee Public School at the Lake Macquarie West Zone Public Speaking Competition.

Students in Years 3-6 are also eligible for selection for the Multicultural Public Speaking Competition. Two successful students from both Stage 2 and Stage 3 are selected on merit

and will have the opportunity to represent Wyee Public School at the district, regional and state competitions based on their individual success in the competitions.

Speeches will be developed and assessed in accordance with the requirements of the individual competitions. All students are expected to demonstrate safe, respectful, and engaged behaviour to be considered for school representation at external competitions.

Debating

Students in Years 3-6 are selected to participate in the Lake Macquarie Debating Competition. Students may self-nominate to join the debating team.

Selection criteria includes:

- demonstration of ability to confidently speak in public.
- demonstration of the ability to think quickly and take notes quickly and accurately.
- demonstration of listening skills.

Unless absent from school, students are expected to attend all practice or preparation sessions as determined by the debating coordinator. All students are expected to demonstrate safe, respectful, and engaged behaviour to be considered for school representation at external competitions.

Sport Teams

Students in Years 3 – 6 are provided with various opportunities to represent the school at local, regional, and state level sport competitions. Teacher mentors guide the training and management of various teams each year. Students may self-nominate to join the school sport teams. The teacher mentor will hold trials for the selection of representatives during which students will be assessed according to the selection criteria. Selection of the teams is at the discretion of the teacher mentor. External representation, prior representation or a student's year group is not a requirement or guarantee of school representation.

Selection criteria includes:

- demonstration of skills applicable to the sport.
- demonstration of listening skills.
- demonstration of teamwork and sportsmanship.

Unless absent from school, students are expected to attend all practices which take place once or twice a week during lunch or recess. Practice may become more frequent around the time of a competition. All students are expected to demonstrate safe, respectful, and engaged behaviour to be considered for school representation at external competitions.