

Student Leadership Procedure

The promotion of students as leaders is a priority of Yeoval Central School. Students of all ages are encouraged to accept leadership roles within small groups, within the classroom setting, the school and the wider community. Our vision at YCS is to inspire, learn and achieve together.

The expectations of Years 11 and 12 and, in particular, the elected student leadership: School Captains, House Captains and the Student Representative Council (SRC) Members are generally higher than those held for the general student body. They are expected to conduct themselves with dignity at all times in order to be an example to the other students and an asset to the school, upholding our school values of *Respect, Responsibility and Cooperation*.

Expectations of Student Leaders

All students are expected to uphold the expected behaviours in our [Behaviour Management Procedure](#) and the NSW Department of Education's [Behaviour Code for Students](#).

School Leaders will:

- show pride in their school
- present an outstanding example to the school community
- wear correct school uniform each day, proudly wear their badges
- have an exemplary attendance record at school (over 85%)
- display a serious approach and commitment to their academic studies
- attend all school carnivals and special events (unless sick)
- conduct and speak at assemblies
- show leadership by example to the school community; if necessary, attend, speak to, and answer questions from P & C meetings and school Executive Meetings
- be aware of the general behaviour of students in regard to safety and grounds upkeep and actively advise school staff of issues of concern
- be of general assistance to all members of staff, students, parents and visitors.

School Captains will:

- deliver welcomes, vote of thanks and farewells on behalf of the student body
- chair the Annual Presentation Night
- speak at out of hours functions such as ANZAC Day and similar functions organised by community members
- conduct Student Representative Council meetings and be responsible for setting the agenda in consultation with the SRC Coordinator
- uphold the Constitution of the Student Representative Council
- attend regular meetings with the Principal.

House Captains will:

- organise House Meetings to plan for Swimming, Cross Country and Athletics Carnivals
- encourage house members to perform to the best of their ability at sporting events
- organise sports activities during the year
- be of general assistance to all members of staff, students, parents and visitors, particularly at all sporting events.

SRC Members will:

- attend all SRC meetings (unless sick)
- present the ideas of the students at the SRC meeting
- assist the SRC Coordinator in the planning and implementation of SRC projects
- assist other students when required
- During Term 4, the role of Secondary School Captain/s (if in Year 12) will be temporarily filled by the senior SRC Members.

Election of Student Leaders

A student will be eligible for nomination if he/she has:

- an attendance record above 85% (unless with a medical reason)
- not been suspended during the previous twelve months
- no outstanding 'N' warning letters (Years 9-12)
- no substantial Wellbeing entries
- no criminal charges against them.

Successful nominees will be photographically entered onto a ballot sheet in alphabetical order. Forms that are completed correctly will be counted. All counting will use the preferential voting system.

Votes will be counted by the Principal and SRC Coordinator or Sports Coordinator (if unavailable, the Business Manager). All staff and students will have an opportunity to vote. Student votes are weighted as one unit and staff votes are weighted two units.

Votes will be retained for a period of twelve months. If a leadership position is made vacant throughout the year, the next successful student in line will be offered the position.

Elections of School Captains - Secondary

Students who wish to nominate as School Captain must undertake a three point process:

1. Complete the School Leader Nomination Form
2. Meet with the Principal/SRC Coordinator who will outline the roles and responsibilities of School Captain and undertake a brief interview
3. Present a speech (maximum 5 minutes) to the school assembly. The principal will scaffold expectations and sight the speech before presentation.

Nominations and elections will take place in Term 4. Candidates will present their speeches to the secondary school assembly (Years 6 -11) in Weeks 7-8, with voting occurring on the same day. Nominations will be open to students in Years 10-11. The two highest scoring candidates will be elected as captains for secondary, regardless of gender.

Elections of School Captains - Primary

Students who wish to nominate as School Captain must undertake a three point process:

1. Complete a "School Leader Nomination Form" and return it to the Principal
2. Meet with the Principal/SRC Coordinator who will outline the roles and responsibilities of School Captain and conduct a brief interview
3. Present a speech (maximum 3 minutes) to the primary school assembly. The principal will scaffold expectations and sight the speech before presentation.

Nominations and elections will take place in Term 4. Candidates will present their speeches to the primary school assembly (Years K-6) in Weeks 7-8, with voting occurring on the same day. Nominations will be open to students in Years 4-5. The two highest scoring candidates will be elected as captains for primary, regardless of gender.

Announcement of School Captains

The successful candidates will be announced at the Annual School Presentation Night by the Principal. The parents/caregivers will be invited on stage to pin the badges on their children. Send letter congratulating and inviting to Australia Day celebration prior to the end of the school year.

Elections of House Captains

Elections of House Captains will take place in Term 4, Weeks 9-10. Nominations will be taken from Years 9-11 (secondary) and Years 4-5 (primary) with voting occurring on the same day. Two House Captains will be elected for each house from primary and two from secondary, regardless of gender. Successful applicants will be informed verbally and a letter will be sent to their parent/caregivers.

Elections of Student Representative Council Members

The SRC is comprised of the four School Captains plus two elected members from primary (Years 4-6) and four elected members from secondary (Years 7-12). Elections will take place in Term 1, Weeks 1-2. Successful applicants will be informed verbally and a letter will be sent to their parent/caregivers.

School Captain	T4W4	Distribute information regarding nomination
	T4W5	Nominations due Students informed of eligibility checks
	T4W7-8	Draft speeches due to principal Ballot forms created Speeches, election and counting of votes
House Captain	T4W5	Distribute information regarding nomination
	T4W6	Nominations due Students informed of eligibility checks
	T4W9-10	Ballot forms created Election and counting of votes
SRC	T1W1-2	Distribute information regarding nomination
	T1W1-2	Nominations due Students informed of eligibility checks
	T1W1-2	Ballot forms created Election and counting of votes

Student Leader Induction

The Yeoval Central School Student Leader Induction Assembly will occur in Term 1, Week 3 for all student leaders. School leaders will recite the School Pledge:

I consider it an honour to be an elected leader of our school. I promise to uphold our school values and to behave in a manner that is always an outstanding example to my fellow pupils and wider community.

Reviewing of Leadership Positions

At the end of each term, all positions will be reviewed by the School Executive, based on the criteria for nomination.

Loss of Position

Following notification of inappropriate behaviour, poor attendance at school/meetings, lack of application to school work/leadership role, not wearing of school uniform and depending on the severity of the inappropriate behaviour, action will be taken as follows:

- warning and counselling by the Principal and/or SRC or Sports Coordinator
- loss of position (badge & privileges) for two weeks
- loss of position (badge & privileges) for the remainder of the year.

The Principal will determine the decision (in consultation with relevant staff) as to the length of the loss of position. If the behaviour is severe e.g. inappropriate language or threatening behaviour towards a member of staff, parent or visitor, immediate loss of position will occur. Appropriate communication will advise parent/caregivers of issues of concern.

Updated: October 2021

Endorsed by: SRC and Sports Coordinators, Executive, SRC, P&C

To be reviewed: 2025

School Leader Nomination Form SAMPLE

I _____ from Year _____, wish to nominate for the position of School Captain / House Captain /SRC member(circle one) at Yeoval Central School. I agree to abide by the expectations to the best of my ability and accept the duties, responsibilities and expectations of School Leader should I be elected.

Nominee (Signature)

Name

Date

Parent (Signature)

Name

Date

Provide a brief explanation why you would like to be a School Leader.

What skills or experiences are you willing to bring to this position?

How have you demonstrated leadership?

What would you like to achieve as leader of Yeoval Central School?

Please return to the front office by:
