



Student Leadership Procedures

Rationale

At Illawong Public School, we are committed to developing student leadership through both formal programs and practical, real-world experiences. Our approach recognises that leadership takes many forms and that skills developed in primary school lay an essential foundation for confident, capable leaders in the future.

Leadership opportunities at Illawong are inclusive and diverse, encouraging students to take on meaningful responsibilities within the school and represent our school proudly in the wider community. These roles empower students to develop **confidence**, act with **compassion**, embrace **challenge**, and show **courage** in their leadership. They foster a sense of **community**, encourage **creative** thinking, and promote collaboration that reflects our school values in action.

Aligned with our School Excellence Plan and the strategic direction of *developing a high aspirations culture*, our student leadership model is designed to unleash each student's potential. By electing a representative leadership team, we enable students to lead in areas of personal strength, promote student voice, and create opportunities for their peers that reflect their passions and values.

Student Leadership Team Structure

- There is a maximum of 12 and a minimum of 7 student leadership positions at Illawong Public School.
- The number of student leaders in the student leadership team each year is determined by the number of students in the student cohort. The ratio is 1 student leader to every 5 students in the cohort.
- In larger cohorts, vice-captain positions can be considered.

Student Representative Council Structure

- 2 students from each class are elected by their peers to represent the student body.
- Each term, classes will vote for their SRC class representative during class meetings.
- Students elected for their class will receive their SRC badge at the next whole school assembly.

Leadership Roles and Responsibilities

All leadership positions include the following shared responsibilities:

- **Model** the Illawong Public School values of **Community, Confidence, Creativity, Courage, Compassion**, and **Challenge** in all actions and interactions.
- **Actively engage** as a positive and contributing member of the **Student Leadership Team**, participating in discussions and initiatives.
- **Represent the school with pride** at official school events and activities, including school tours, special assemblies, and welcome events.
- **Support the School Captains** in the planning and delivery of school assemblies, contributing to their successful execution at least twice per term. This includes writing and providing a report for your area of responsibility.
- See **Appendix A, Year 6 Leadership Team**, for a detailed description of the roles and responsibilities within the Student Leadership Team.

Procedures for Ongoing Expectations and Leadership Review

Student Leaders are expected to consistently uphold the responsibilities of their role and demonstrate behaviour aligned with the values and expectations of Illawong Public School.

Should a Student Leader:

- Fail to actively participate in leadership duties, or
- Demonstrate ongoing inappropriate behaviour, or
- Receive repeated negative behaviour reports or suspensions,

The Principal, in consultation with relevant staff, may initiate a formal review of the student's leadership role.

This process may include:

- A meeting with the student and their parent/carer to discuss concerns.
- An agreed period of monitoring and support to allow the student to reflect and make necessary improvements.
- A final decision regarding the continuation or revocation of the leadership role.

The school reserves the right to withdraw leadership positions in cases where students are unable or unwilling to fulfil their duties responsibly and respectfully.

Selection Procedures and Timeframe

At Illawong Public School, the selection of Student Leaders is a structured and merit-based process. It is designed to identify students who exemplify our school's values and are committed to making a positive contribution to school life. The process ensures fairness, transparency, and alignment with our leadership expectations.

Term / Week	Process / Activity
Term 2	Year 5 Student Meeting: <ul style="list-style-type: none"> Principal and Stage 3 teachers and AP hold a stage meeting to unpack the Student Leadership Procedures with Year 5 students Student Leadership Passports distributed to interested students
Term 2 - 4	Student Leadership Passport Students complete the tasks outlined in the passport <ul style="list-style-type: none"> <input type="checkbox"/> Leadership attributes - completed by the end of Term 3 <input type="checkbox"/> School Community commitment - completed by the end of Term 3 <input type="checkbox"/> Behaviour Reference - completed in week 10 of each term, and by week 2 of term 4 <input type="checkbox"/> Attendance - completed at the end of each term and by week 2 of term 4 <input type="checkbox"/> Leadership Position EOI - before passport submission <input type="checkbox"/> Parental support - before passport submission
Term 4 / Week 2	Submit Student Leadership Passport to the Principal <ul style="list-style-type: none"> Students need to see the Principal on Friday, term 4 /week 2, to submit their completed student leadership passport The Principal will allocate a time to each student for their Principal Endorsement meeting
Term 4 / Week 3	Principal Endorsement meeting with students <ul style="list-style-type: none"> Students need to have considered their answers to the principal's questions as outlined on page 6 of their student leadership passport Students will be informed during this week if they have successfully met all the criteria to be considered for the Student Leadership team Students will need to prepare a 2-minute speech outlining their suitability for the role/s they have identified in their EOI
Term 4 / Week 4	Speech Delivery <ul style="list-style-type: none"> All students who have been endorsed by the Principal will deliver a speech at a special assembly in the hall. Student speeches will specify the reasons why they are the best candidate for all roles that they are expressing interest in
Term 4 / Week 4	Voting <ul style="list-style-type: none"> Students from years 2 - 5 will vote for school captains (student votes = 1 point) Staff will vote for school captains (staff votes = 5 points) Extra-Curricular Captain positions will be voted on during specific meetings for these areas during the week: <ul style="list-style-type: none"> ○ Play Pals Captain is voted for by those students who are Play Pals ○ Arts Captain is voted for by students who participate in Dance, Drama and/or Choir ○ Sports Captain is voted for by students who participate in PSSA ○ Academic Captain is voted for by students who participate in HPGE enrichment groups and/or are Library monitors ○ Environmental Captain is voted for by students in the EcoWarrior group

Term 4 / Week 5	Votes Counted <ul style="list-style-type: none"> <input type="checkbox"/> The Principal, along with the executive team, counts the votes <input type="checkbox"/> Leadership roles are decided based on votes and student EOI, and preferences for roles
Term 4 / Week 5/6	Student meeting All students who participated in the process are invited to a meeting, and the outcome of the voting is shared
	Parents notified
	School Community notified <ul style="list-style-type: none"> <input type="checkbox"/> Assembly <input type="checkbox"/> Newsletter

Appendix A - Year 6 Leadership Team

Role	Responsibility
School Captain x 2	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of school assemblies, ensuring student voice and values are reflected. ★ Represent Illawong Public School at external and extracurricular events, such as the ANZAC Day ceremony, local community functions, concerts, and award presentations. ★ Assist the student leadership team with their specific captain profiles. ★ Prepare and deliver speeches at a variety of public speaking events.
Play Pal Captain	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of the Play Pals program, ensuring that all team members are supported, take equal responsibility, and contribute fairly each week. ★ Lead by example and participate in the PlayPals program.
Arts Captain	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of Arts programs across the school, ensuring that all students have regular opportunities to explore and express their creativity. Support an inclusive and inspiring environment that encourages participation and celebrates artistic expression. ★ Lead by example and participate in at least one of the arts extracurricular programs in the school, dance, drama, and/or choir.
Academic Captain	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of academic programs, such as the Challenge Club across the school. ★ Lead by example and participate in HPGE competitions throughout the year.
Sports Captain	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of lunch-time sports competitions across the school, ensuring all students have regular opportunities to engage in a variety of organised sporting activities and fostering a culture of teamwork and sporting excellence. ★ Support teaching staff in the planning, coordination, and delivery of all IPS sports carnivals, contributing to a well-organised and enjoyable event for all participants. ★ Lead by example in promoting active participation by engaging in school, PSSA and/or zone sporting competitions throughout the year, and encouraging peers to participate with enthusiasm and sportsmanship.
Environmental Captain	<ul style="list-style-type: none"> ★ Lead the initiation, planning, coordination, and delivery of environmental management initiatives and the EcoWarrior student groups, promoting sustainability across the school. ★ Encourage peers to take ownership of environmental initiatives, raising awareness about sustainability and promoting eco-friendly practices throughout the school community. ★ Lead by example and participate in the EcoWarrior student group throughout the year.