

## - STUDENT LEADERSHIP POLICY -

### **Purpose**

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.

The school has a commitment to encouraging and developing leadership qualities in all students by providing a range of formal and informal opportunities. These opportunities allow students to develop confidence and independence to experience risk-taking in a supported environment.

Students in all year levels are given the opportunity to develop their leadership skills through the implementation of classroom leadership roles. Senior students are encouraged to nominate for formal student leadership roles.

### **Rationale**

- To develop personal and social capability in students
- To develop leadership abilities in students
- To provide students with leadership opportunities in a range of different fields both curricular and extra-curricular

### **Student Voice**

- 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.

### **Implementation: whole-school**

- Teaching, assessment and reporting of the personal and social capability will be a focus of educational programs from Kindy to Year 6 with appropriate context at each year level.
- Opportunities for student leadership roles will be available to all students across all levels of the school, i.e. Lunchtime Clubs, Sports Teams, Class Roles.
- Teachers will ensure the fair distribution of leadership roles within the classroom, i.e. rotation of Class Line Leaders, Handy Helpers, etc.
- Two students from Year 2-5 will be elected as Junior Councillors. They will form part of the whole-school Student Council, which the Year 6 Student Councillors will mentor.
- When the Junior Councillors reach Year 6, they will automatically become a Student Councillor.

### **Implementation: Yr 6 Leaders**

- Year 5 students meeting essential criteria may nominate for student leadership positions.
- The selection of formal Student Councillor and School Officer positions take place in Term 4 for student leadership positions for the following year. This will involve a nomination, voting by student body and selection by staff process.
- The Student Leadership Team will consist of Student Councillors and School Officers, with a maximum of 14 students at any one time.
- The Principal will have the final say in the selection/appointment of all student leaders, including any replacements where required.

- Student Leaders not meeting the expectations of their role may receive consequences including formal warnings, temporary loss of badge or permanent loss of badge.
- The Principal will have the final say in the removal of any student leaders.

**Ratification**

Ratified by the Charthouse Primary School Board on \_\_\_\_\_.

**Evaluation**

This policy will be reviewed as part of the school's four-year review cycle.



## SUPPORTING DOCUMENTATION

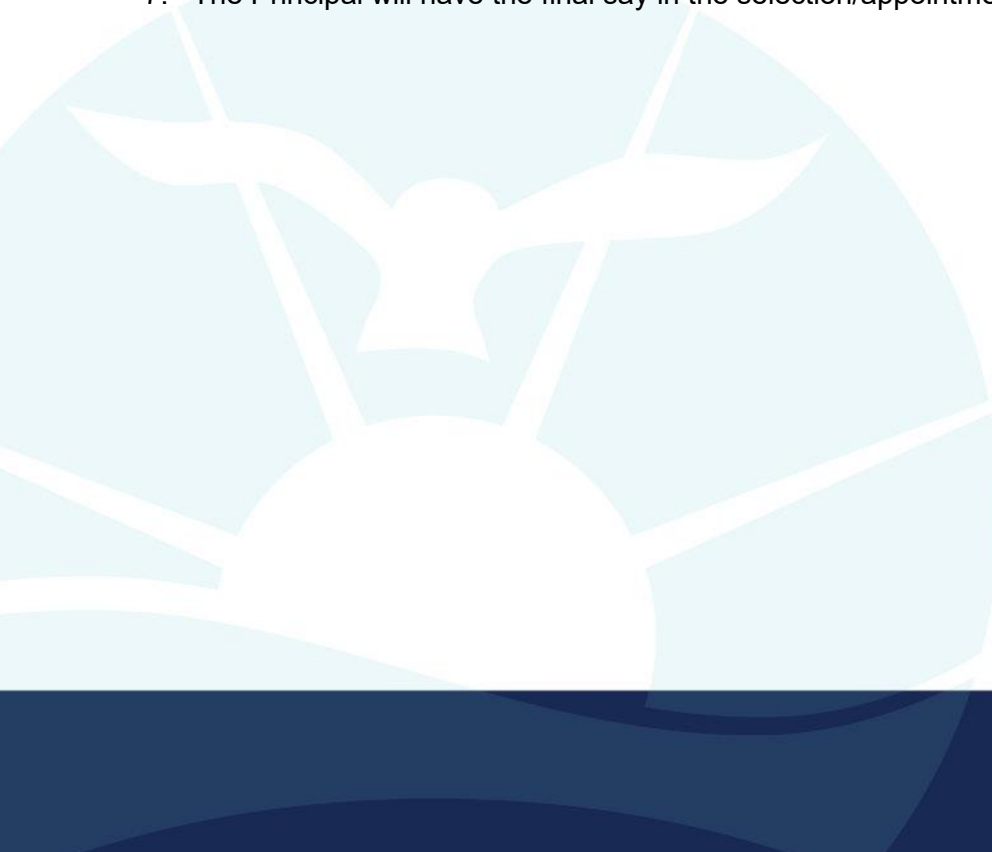
*To be adjusted annually to support implementation of Policy.*

### ESSENTIAL CRITERIA FOR YEAR 6 STUDENT LEADER NOMINATION

- Students must have achieved suitable academic progress in their particular area of leadership role or their individual learning plan.
- Students must have consistently adhered to the ARCH Expectations, deemed by Teachers, Associate Principals and the Principal. This includes, but not limited to, more than 90% attendance (if below, there is a reasonable cause deemed appropriate by the Principal).
- Students applying for Faction Captain/Officer, Media Officer and Sustainability Officer role must have shown commitment at school or outside of school.
- Students must display a general interest in their nominated area of leadership role.

### PROCESS FOR YEAR 6 STUDENT COUNCILLOR/OFFICER NOMINATION & SELECTION 2026

1. Students will submit a nomination form signed by:
  - A parent/guardian,
  - Classroom teacher, and
  - Another member of staff (EA, Specialist Teacher, Associate Principal, Library Officer etc.)
2. Administration staff will approve nominations to ensure essential criteria have been met.
3. Approved nominees will prepare and present a short (two-minute speech) detailing:
  - What the nominee sees as the purpose or role of a Student Councillor/Officer,
  - What leadership characteristics the nominee brings to the role,
  - Any ideas the nominee has to improve the school
4. Following presentation of nominee speeches, Student Leader elections will be conducted by the WA Electoral Commission (<https://www.elections.wa.gov.au/EEC/services/student-elections>) and students in years 4 - 5 vote for Student Councillors/Officers
5. After the student election, the Electoral Commission will provide the school with a spreadsheet of nominations and counted votes.
6. The CPS Leadership Team, Specialist teachers and Year 6 teachers will consult on the short-listed candidates to recommend Student Leaders.
7. The Principal will have the final say in the selection/appointment of Student Councillors/Officers.



## STUDENT LEADER NOMINATION INFORMATION - 2026

Congratulations on expressing your interest in nominating to be a Charthouse Primary School Student Leader in 2026. The school values our Student Leaders and encourages all students to participate in Student Leader opportunities.

### **In 2026, CPS Student Councillors will be responsible for:**

- Raising and lowering the school flags every day
- Reading PA Announcements
- Presenting Student Leader Reports at assemblies
- Hosting special assemblies and some whole school events
- Participating in the School Review process
- Developing Operational Plans to support student voice and change across the school
- Performing other duties as allocated by the Principal, Deputy Principal or Staff. e.g. Assisting with carnivals, special days and assemblies as requested
- Presenting for the Charthouse News
- Providing updates to the School Board
- Community Projects
- Leadership Training
- Mentoring Junior Councillors
- Work closely with the Principal and Deputy Principals to support Business Plan targets

### **CPS Faction Captains/Officers, will be responsible for:**

- Presenting Sport PA Announcements as required
- Presenting information to Student Councillors for Sport Assembly Reports/News as required or presenting information themselves at assemblies.
- Assisting with Junior and Senior Sport set up/running of
- Liaise with Staff in the planning of Sports events
- Run/coach/mentor students with Recess and Lunchtime games

### **CPS Media Officers, will be responsible for:**

- Working with staff to support ICT across the school
- Supporting the running of the ICT at assemblies
- Filming and editing of the Charthouse News
- Taking photos at special events for FaceBook and other Public Relations communication

### **CPS Sustainability Officers, will be responsible for:**

- Working with staff to support sustainability across the school
- Collecting and sorting recycling
- Providing updates and feedback to staff on the Containers for Change Program
- Celebrating sustainability across the school

### **Student Leadership Positions**

**Student Councillor:** 6 students

**Faction Captain:** 8 students (2 per faction)

**Media Officer:** 2 students

**Sustainability Officer:** 1 student in 2026. This role will form part of the Student Council from 2027.

**At all times, Charthouse Primary School Student Councillors and Officers are expected to:**

- Maintain regular school attendance.
- Follow the Charthouse Student Behaviour Policy/ARCH Expectations.
- Display respect for Charthouse Primary School and its community.
- Wear the correct Charthouse Primary School uniform with pride.
- Readily accept duties before school and/or during recess and lunch.
- Assist parents, teachers or students as required.
- Attend school 90% or above.
- Work cooperatively as a group member.
- Attend meetings as required.
- Represent the student body fairly and diligently.

Student Leaders not meeting the expectations of their role may receive formal warnings, temporary loss of badge or permanent loss of badge, which aligns with their signed Student Leader Contract at the beginning of each year.

**SELECTION PROCESS**

Students interested in being a Student Leader need to be prepared to give a short (2 minute) speech, explaining:

- What they see as the purpose or role of a Student Councillor/Student Officer,
- What leadership characteristics they bring to the role,
- Any ideas they have to improve the school

**TIMELINE**

1. Nomination Forms due to **TEACHER** by **DATE**.
2. Speeches presented to Year 4 – 6 cohort on **DATE** (This is the day before the voting).
3. Year 4 – 5 students vote for Student Leaders.
4. The CPS Administration Team, Specialist teachers and Year 6 teachers will collate results of voting and announce successful candidates.
5. Students advised of outcome of selection process at the last Whole School Assembly at the end of Term 4 2024 (Student Leader contracts will be given out and due back ASAP).
6. Student Leader Badges will be presented at the ARCH Awards.

**Student Leader Nomination Form 2026**

Dear Mr. Blachford,

I wish to nominate for a position as a 2026 Charthouse Primary School Student Leader. I understand that I will have to give a short speech as part of the election process to show that I understand the responsibilities of a Student Leader at Charthouse Primary School.

The positions that I would like to nominate for (in preference order):

- Student Councillor
- Faction Officer (Faction \_\_\_\_\_)
- Media Officer
- Sustainability Officer

I am prepared to change Factions if needed for organisational requirements:

YES / NO

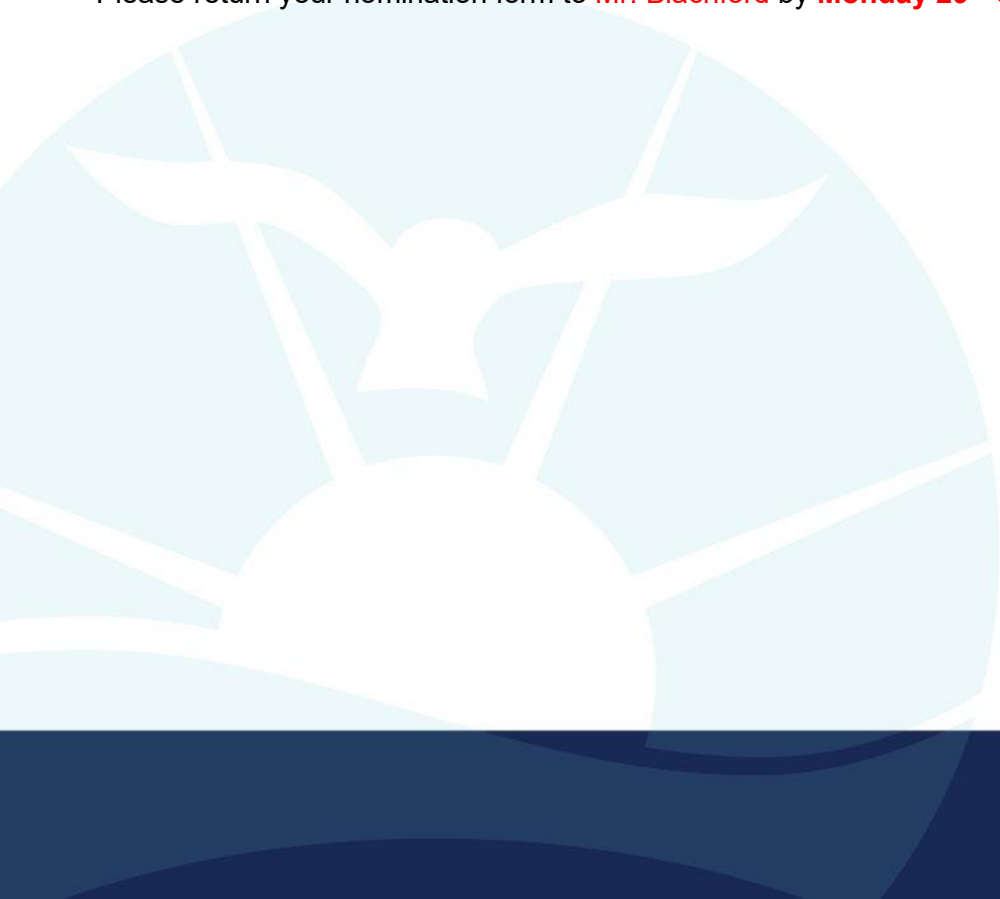
Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Classroom teacher Signature \_\_\_\_\_

Specialist Teacher Signature \_\_\_\_\_

Please return your nomination form to **Mr. Blachford** by **Monday 29<sup>th</sup> October 2025**.



## Student Councillor Contract 2026

Congratulations on being selected as a Charthouse Primary School Student Councillor for 2026 You have been elected by your peers and teachers as you have demonstrated outstanding leadership potential. Your role is very important to Charthouse Primary School and the expectations and responsibilities that you have accepted are:

### **Charthouse Primary School Student Councillors are expected to:**

- Maintain regular school attendance
- Follow the Charthouse Student Behaviour Policy/ARCH Expectations
- Display respect for Charthouse Primary School and its community
- Wear the correct Charthouse Primary School uniform with pride
- Readily accept duties before school and/or during recess and lunch
- Assist parents, teachers or students as required
- Work cooperatively as a group member
- Attend meetings as required
- Represent the student body fairly and diligently
- Attend Leadership training and networking opportunities

### **As a Charthouse Primary Student Councillor, you are responsible for:**

- Raising and lowering the school flags every day
- Reading PA Announcements
- Presenting Student Leader Reports at Assemblies
- Hosting special assemblies and some whole school events
- Participating in the School Review process
- Performing other duties as allocated by the Principal, Deputy Principal or other Staff.
- Providing updates to the School Board
- Supporting with sustainability across the school community
- Lead and mentor other students
- Support the running of the Student Representative Council (Yr 2-5)

### **Consequences of not meeting expectations or responsibilities:**

- 1<sup>st</sup> Strike: Warning of loss of Leadership status and badge
- 2<sup>nd</sup> Strike: Loss of Leadership status and badge for two weeks
- 3<sup>rd</sup> Strike: Loss of Leadership status and badge permanently

### **A strike is defined as:**

- Being referred to the Administration for classroom or playground behaviour with an entry made on the student's School Record
- Formal notification of infraction by Administration or Student Leader Co-ordinator

N.B. Notification of a Major Behaviour / Loss of Good Standing at any stage is automatically recorded as a 3<sup>rd</sup> Strike and the student will lose their leadership status permanently.



## Faction Captain Contract 2026

Congratulations on being selected as a Charthouse PS Faction Captain. You have been elected by your peers and teachers as you have demonstrated outstanding leadership potential. Your role is very important to us. The expectations and responsibilities that you have accepted are:

### **Charthouse Primary School Faction Captains are expected to:**

- Follow the Charthouse Student Behaviour Policy/ARCH Expectations at all times
- Display respect for Charthouse Primary School at all times
- Wear the Charthouse Primary School uniform with pride
- Readily accept duties before school and/or during recess and lunch
- Assist parents, teachers or students as required
- Work cooperatively as a group member

### **As a Charthouse Primary School Faction Captain, you are responsible for:**

- Presenting Sport PA Announcements as required
- Presenting Sport Assembly Reports as required
- Assisting with Junior and Senior Sport set up/running of
- Liaising with Staff in the planning of Sports events
- Running Lunchtime games at Recess and Lunchtime
- Performing other duties as allocated by the Principal, Deputy Principal or other Staff

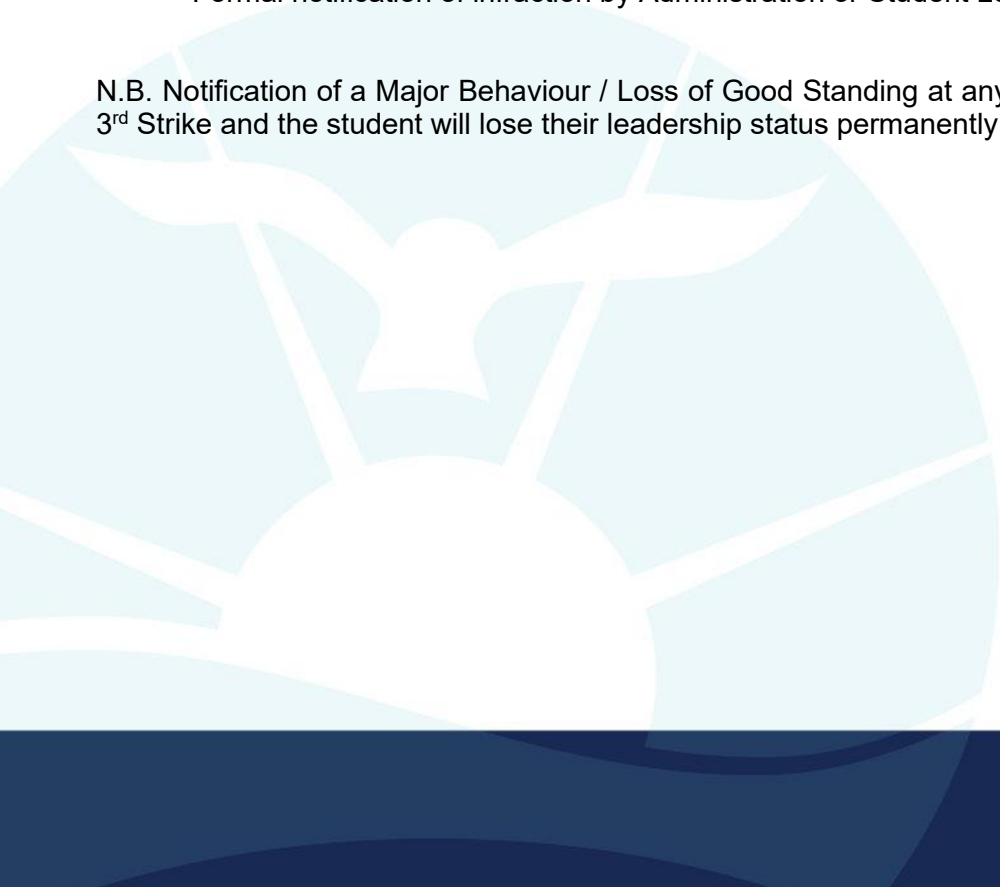
### **Consequences of not meeting expectations or responsibilities:**

- 1<sup>st</sup> Strike: Warning of loss of Leadership status and badge
- 2<sup>nd</sup> Strike: Loss of Leadership status and badge for two weeks
- 3<sup>rd</sup> Strike: Loss of Leadership status and badge permanently

### *A strike is defined as:*

- Being referred to the Administration for classroom or playground behaviour with a record made on the student's School Record
- Formal notification of infraction by Administration or Student Leader Co-ordinator

N.B. Notification of a Major Behaviour / Loss of Good Standing at any stage is automatically recorded as a 3<sup>rd</sup> Strike and the student will lose their leadership status permanently.





## Media Officer Contract 2026

Congratulations on being selected as a Charthouse PS Media Officer. You have been elected by your peers and teachers as you have demonstrated outstanding leadership potential. Your role is very important to us. The expectations and responsibilities that you have accepted are:

### **Charthouse Primary School Media Officers are expected to:**

- Follow the Charthouse Student Behaviour Policy/ARCH Expectations at all times
- Display respect for Charthouse Primary School at all times
- Wear the Charthouse Primary School uniform with pride
- Readily accept duties before school and/or during recess and lunch
- Assist parents, teachers or students as required
- Work cooperatively as a group member

### **As a Charthouse Primary School Media Officers, you are responsible for:**

- Film, edit and present the Charthouse News
- Take photography of Special Events
- Advertise upcoming events
- Support and set-up with school Assemblies
- Care for and maintain the sound-system
- Support staff with ICT
- Performing other duties as allocated by the Principal, Deputy Principal or other Staff

### **Consequences of not meeting expectations or responsibilities:**

- 1<sup>st</sup> Strike: Warning of loss of Leadership status and badge
- 2<sup>nd</sup> Strike: Loss of Leadership status and badge for two weeks
- 3<sup>rd</sup> Strike: Loss of Leadership status and badge permanently

### *A strike is defined as:*

- Being referred to the Administration for classroom or playground behaviour with a record made on the student's School Record
- Formal notification of infraction by Administration or Student Leader Co-ordinator

N.B. Notification of a Major Behaviour / Loss of Good Standing at any stage is automatically recorded as a 3<sup>rd</sup> Strike and the student will lose their leadership status permanently.

