

Student Leadership Guidelines 2021 – 2025

Aligned with

WESS Vision and Values

WESS Key Priority Areas
WESS Student Code of Conduct



7 December 2021

West End State School Vision and Values



Empower every student to achieve their personal best to make the world a better place.



Document History	Date	Reviewed by	Due for Review
Version 2.0	10/06/2015	West End State School Council	2018, or as required
Version 3.0	7/12/2021	Leadership Team Representative/ School Council Working Party	2025

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Goal

The goal of the Student Leadership Framework is to provide students at West End State School, the opportunity to take on the role of a leader and the responsibilities that come with the role. To establish a culture of collaboration and build a high performing Student Leadership Team by inspiring others and engaging the school community. Leadership does not come naturally, but is developed through many activities, experiences and lessons students are involved in not only at school, but in our everyday lives. To empower the students to take ownership of opportunities to demonstrate their authentic connection to the school community through our school values.

Strong leadership can be demonstrated through selfless actions and without the need of a title or the wearing of a badge. Consequently, we foster a leadership culture within all Year 6 students and provide them with both the support and opportunities to experience and develop their leadership skills and potential. In this way, students will recognise that leadership is an ongoing learning process and one which is developed through attitude, education and experience.

Scope

The Student Leadership Guideline applies to all WESS staff and students and should be referred to by Parents / Carers of WESS students and the broader WESS community.

Link to WESS Key Priority Areas:



Student leaders at WESS demonstrate and reflect through their actions the school's Vision and Values. The Strategic Plan, focuses on student leaders in two Key Priority Areas.

- WESS STUDENTS: CREATIVE CONFIDENT ACTIVE
 - Instil the WESS vision and values in all students
 - Encourage students to be active participants
 - Empower students to take ownership
- WESS COMMUNITY: CONNECTED COMPASSIONATE INCLUSIVE
 - Foster a positive student/school culture
 - Unite the Student Leadership and school community through our school's vision and values
 - Develop ways for Student Leadership and WESS students to give back to the community

Student Leaders are called upon to support teachers in maintaining high expectations of learning and behaviour at West End State School. This involves being a role model and mentor for younger/new students and their peers.

Leadership Expectations

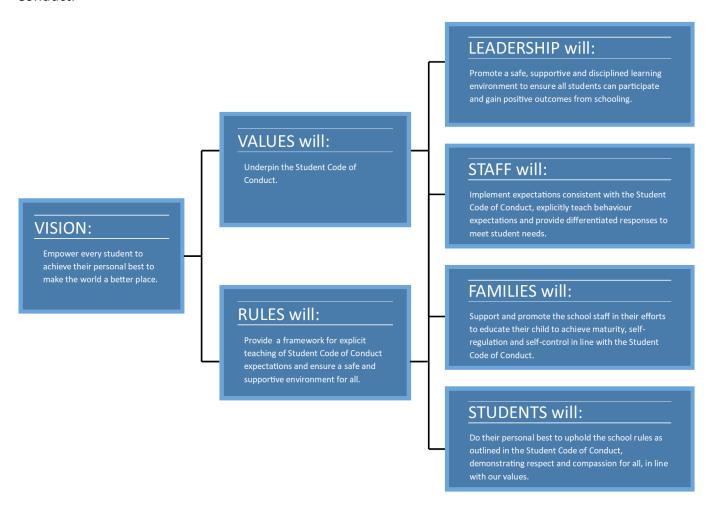
Student Leaders at West End State School (WESS) are required to demonstrate and reflect through their actions the School's Vision and Values.

The five WESS core values—Community, Compassion, Creativity, Confidence and Challenge – underpin the WESS school vision—
Empower every student to achieve their personal best to make the world a better place.



Student Code of Conduct

Student Leaders are expected to support the school, community in maintaining high expectations in learning and behaviour at WESS. This involves being a role model and mentor to younger students and their peers. Student Leaders are expected to abide by school rules as reflected in the Student code of Conduct.



Leadership Roles and Responsibilities

Leadership Role	Responsibilities
School Captains (4)	 Attend and participate in school events and activities Organise and lead assemblies Active member of the student leadership team Conduct tours of the school for special guests Attend and represent the school at extracurricular events e.g. ANZAC ceremony, concerts, award nights Oversee Student projects – City Cluster Legacy Project
Arts Captain (2) One Visual Arts Captain and one Performing Arts Captain	 Attend and participate in school events and activities Active member of the student leadership team Help organise and run WEcreate Help organise and run Music Concerts Participate and encourage participation in art competitions Read Art notices and news on parade
Sports Captain	 Attend and participate in school events and activities Active member of the student leadership team Help organise and run the sports carnivals Participate in Inter/intra school sport Provide a sport report on parade
Environmental Captain	 Attend and participate in school events and activities Active member of the student leadership team Help organise and run Environment Management processes and the Waste Warrior student group Promote environmental messages on parades
House Captains	 Attend and participate in school events and activities Active member of the student leadership team Assist with organising and running the sports carnivals Organise and participate in House cheerleading and war cry practices Encourage and promote participation in sports carnivals Participate in Interschool sport
Student Council Members (1 per class elected Term 1 or their Year 6):	 Attend and participate in school events and activities Active member of the student leadership team Organise events and activities for students Organise and run fundraising events during the school year Actively seek and represent the views of students across the school

Involvement in the School Community

Aspiring Student Leaders have actively and responsibly participated in extra-curricula activities. These activities may include interschool sport, music programs, fund-raising, lunch time programs, maths challenge, duty rangers, library monitors, environmental club, assembly set up, art room helpers, student support for buddies etc.

Student Leadership Eligibility Matrix

	Successfully completed Leadership passport	Consistently displays acceptable and responsible behaviour	Actively and responsibly participated in school community	Displays characteristics of an effective leader in line with WESS values and	Communicates effectively with all members of the school community	Involved in the Interschool Sports Program	Involved in the Environmental Club	Participated in either instrumental music or choir
School Captain (4)								
Performing Arts Captain (1)								
Visual Arts Captain (1)								
Sports Captain (1)								
Environmental Captain (1)								
House Captain (2 per House)								
Student Councillor (1 per Year 6 Class)								

Leadership Development (Year 5-6)

Refer to Appendix 1 - Leadership Development Timeline.

Year 5

At WESS all students have the opportunity to take on the role of a leader and the responsibilities that come with it. The WESS Student Leadership Passport recognises the development and accomplishments on the road to becoming a leader.

- As part of the Year 5 Parent Information Night in Term 1, The Leadership Passport will be explained to and discussed with the parents of students in Year 5.
- Initially all students will be encouraged and given the Leadership Passport so that later in the year they will have the opportunity to nominate for a leadership role, if they qualify and wish to do so.
- At various times there will be year level meetings with all students to discuss the expectations of the Leadership Program and how they might achieve the required level of participation.
- Students will have the opportunity to demonstrate leadership by taking on volunteer roles such as Maths Games and Problem Solving set up around the school, library monitors, gardening club, buddy helpers, tech team for assemblies, duty rangers.
- During the second half of the Year 5 academic year, students will be involved in public speaking (Impromptu Talks) to their cohort peers and engage in weekly ice-breakers and leadership activities. They will have the opportunity to attend the Year 5 Leadership Camp, in Term 4

Mentoring Student Leaders

Year 6

The Student Leadership Team in Year 6 meet regularly to discuss and organise activities, events and fundraising projects. These meetings are organised and run using a formal meeting format, with roles of Chair, Secretary, Treasurer and Vice-Treasurer, which are elected by the Student Leadership team. These roles will only be open to Student Council representatives.

These meetings are also an avenue for ongoing student mentoring and skill building activities as led by the supervising teacher and admin liaison.

Meetings are supervised by a current Year 6 teacher and a Deputy Principal.

GRIP Leadership Conference

Each March the student leaders will be offered the opportunity to attend the GRIP Leadership Conference. This conference is aimed at developing awareness and skills in student leadership.

City Cluster Leadership Program

The School Captains and 2 other captains will attend the City Cluster Leadership Program at the beginning of each year and workshops throughout the year that develop behaviours of effective leaders. The focus of these workshops develops the students through, Unleashing Personal Potential (UPP) incorporating the A.S.P.I.R.E. Framework:

- A ACTION, have a go
- S SERVE, be kind and give others a go
- P PERSIST through struggles and setbacks
- I INFLUENCE others and set the example
- R RESPECT for people, group and equipment
- E ENCOURAGE others

Through participation in this program they will be assigned high school students as mentors. The purpose of the program is to develop and implement a leadership plan that will result in a project identified by the students and staff leaders as one which will benefit the student population.

Throughout the year there will be regular meetings with the high school mentors and the student leadership team to track progress and provide advice.

Pre-Selection, Nomination and Election Processes

Pre-Selection

Student Leadership Passport

The WESS Leadership Passport records the developments and accomplishments on the road to becoming a leader. The passport is open to all Year 5 students. Only students who successfully complete the Leadership Passport by the end of November in Year 5 will be able to nominate for formal leadership positions such as School, Arts, Sports, Environmental and House Captains. Leadership Passports will also may be used to determine student suitability for Student Council positions.

There are five sections on the Leadership passport that will need to be successfully completed. These include:

- Behaviour
- Involvement in the School Community
- Leadership
- Communication
- Reference from a staff member other than their teacher

Refer to Appendix 2 - Student Leadership Passport.

Behaviour

Students will receive a colour coded mark for each term from the Teachers who deal directly with them. This includes Classroom Teacher, Music, LOTE and PE Teacher and Religion or Non-Religion Supervisor.

Green	en Acceptable Behaviour all of the time			
Yellow	Acceptable Behaviour most of the time			
Red	Unacceptable Behaviour			

All Green	Can nominate for Leadership Position
23 Green and the rest Yellow	Can nominate for Leadership Position
< 23 Green and the rest Yellow	Meeting with Teacher to discuss eligibility
Any Red	Meeting with Teacher to discuss eligibility
No Green	Unable to nominate for Leadership Position
>4 Red	Unable to nominate for Leadership Position

Leadership

The Aspiring Leaders have displayed the characteristics of an effective leader in line with WESS Vision, Values and Rules in accordance with the following criteria:

- Consistently works well with others and displays teamwork skills
- Always willing to participate
- Shows respect to all members of the school community
- Can be trusted at all times
- Demonstrates the rules of WESS
- Uses online resources/tools responsibly
- Shows Compassion towards others
- Displays Creativity in problem solving
- Accepts Challenges and shows resilience
- Demonstrates Confidence
- Contributes to the WESS Community

Communication

The Aspiring Leader has communicated effectively with all members of the school community by demonstrating:

- Speaking well in front of an audience
- · Communicating messages or ideas effectively in a number of settings
- Listening to others

Reference

Aspiring Leaders must gain a reference from an adulty staff member who supports their role as a student leader.

Nomination Process

Successful students will receive an **Application for Student Leadership Position** to be completed at school and handed to their classroom teacher. On this form they will:

- nominate for up to 3 specific leadership roles they are applying for and are able to fulfil the specific prerequisites
- respond to the leadership questions
- seek 2 Teacher signatures to endorse their candidacy.
- classroom teachers are excluded from signing these applications unless in the role of a coach or program manager
- review panel of the Year 5 Teachers and Deputy Principal will narrow the nomination pool using the prerequisite criteria.
- only nominations that have met the pre-requisite criteria will be accepted.
- Acceptance or not is written in each student's passport.

Refer to Appendix 3 - Application for Student Leadership Position.

Elections

Student Leadership Election Procedures:

- School Captains
- Visual Arts Captain
- Performing Arts Captain
- Sports Captain
- Environment Captain

Successful candidates entered onto ballot papers for all leadership positions nominated. Each candidate applying for 1-3 positions completes the preference section in their passport indicating their preferred positions. On Voting Day, students are expected to present a two minute speech to their peers. Speeches are prepared at school and reflect the content of their Leadership Passport and Leadership Application.

The voting system is a preferential and accounts for the votes of all Yr5 students, in addition to staff input.

House Captains

Students from Year 4 and 5 gather in house groups. Each House Captain applicant will present a two minute speech prepared at school.

The preferential voting process is conducted.

Elected School Captains Announcement

At the final assembly of the preceding year all of the future School Captains positions will be announced by the current School Captains.

Student Council Member Elections

At the beginning of the new school year each Year 6 class vote for 1 class representative on the School Council.

Year 5 teachers and Deputy Principal may help determine the suitability of the nominees.

The preferential voting process is conducted.

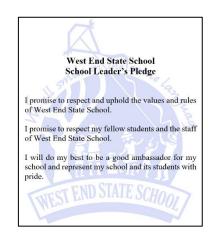
Elected Student Council Announcement

At the first assembly for the current year the successful Student Councillors are announced.

Student Leader Induction:

At the second assembly of the year the Student Leaders Induction Ceremony is conducted.

- Invited Guests:
- Executive Principal of Brisbane State High
- BSHS School Captains
- Parents/Carers of the new student leadership team
- Principal of West End State School.
- Procedure:
- Welcome and speeches
- Student leader presented with their badge,
- Sign the pledge
- Parent/Carers and the Principal countersign the pledge.
- The Student Leadership Team, led by the School Captains make their pledge verbally to their fellow students.
- The pledges are photocopied and returned to the students.



Consequences and procedures for inability to perform Leadership duties successfully

Elected students who are not performing their leadership duties in a manner that reflects our Vision and Values, our Student Code of Conduct or Leadership Pledge, will be required to meet with their parents/carers and members of the teaching and leadership team. This meeting will develop an individual plan for the student which will set out clearly the requirements for the student to improve their performance as a leader, skill development, strategies and support will be put in place to assist them. The plan will clearly define consequences for the student if they do not meet the requirements of the leadership position. Consequence may range from further meetings to the loss or suspension of their leadership role within the school. In extreme circumstances the Principal may remove the position from a student.

Staff Responsibilities:

- Ongoing Mentoring Year 6 Teachers and Deputy Principal
- Year 5 Leadership Education Program Year 5 Teachers Leadership Induction Deputy Principal

Related Policies and Procedures:

- WESS Strategic Plan
- Student Code of Conduct
- Student Leadership Passport

Guidelines review

The WESS Student Leadership Guidelines will be reviewed every four years to align with the Queensland Department of Education's Homework Policy, or when Queensland Department of Education amends relevant policy.

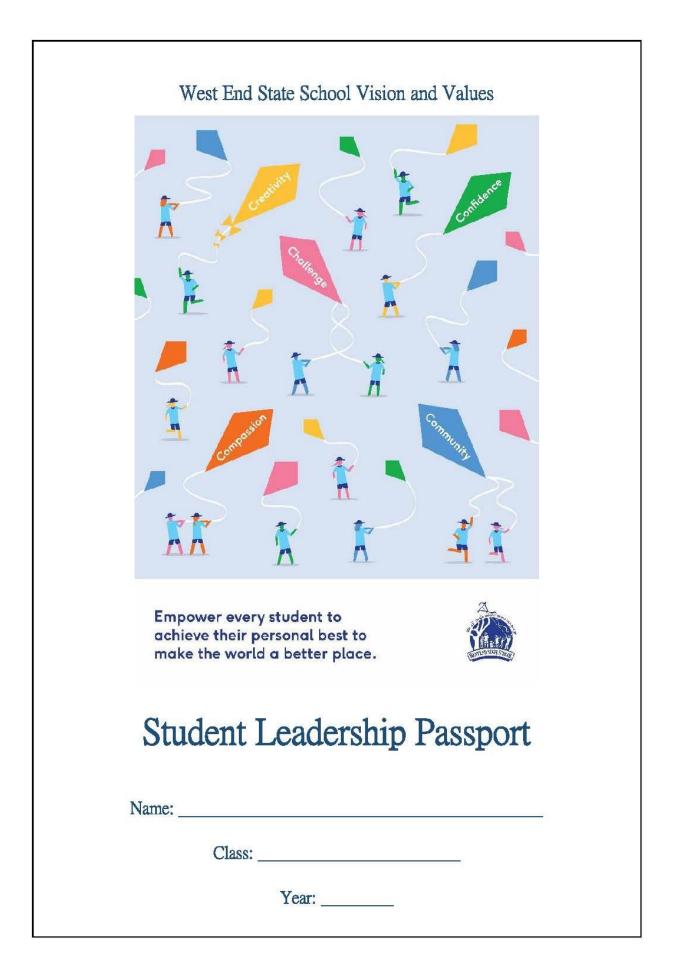
Principal:	Penny Couch	
	Signature:	Date:
School Council Chair:	Megan Simons	
	Signature:	Date:

Appendix 1 - Leadership Development Timeline

Student Leadership Timeline Year 5 – Year 6

Year 5 Term 1	Students introduction to the Passport and Process
Weeks 1-2	Stadents introduction to the russport and rrocess
Week 3	Student leadership process introduced to parents at the Year 5 Information Evening
Weeks 4 - 8	Teachers run information sessions and activities. Students volunteer to assist school community.
Weeks 9 – 10	Students collect necessary data for their Leadership Passport demonstrating involvement in the school community.
Term 2 Week 1-8	Teachers run information sessions and activities. Students volunteer to assist school community.
Weeks 9 – 10	Students collect necessary data for their Leadership Passport demonstrating involvement in the school community.
Term 3 Week 1-8	Teachers run information sessions and activities. Students volunteer to assist school community.
Weeks 9 – 10	Students collect necessary data for their Leadership Passport demonstrating involvement in the school community.
Term 4 Weeks 1 – 4	Students prepare for and attend the Leadership Camp at Luther Heights, Coolum
Week 7	Students collect necessary data for their Leadership Passport demonstrating involvement in the school community.
Week 8	Leadership Talks by Current Student Leadership Team and Specialist Teachers and Program Managers e.g. Sport, Music, Art
	Students consult with Teachers and Parents and apply for Leadership Roles (ensuring they have met the criteria as described in the Leadership Passport).
	Year 5 teachers and Deputy Principal consider applications, check they meet requirements and accept or decline applications.
Week 9	Student prepare speeches at school and present them to their year level cohort and teachers.
	Students vote in the preferential format for the 15 Leadership Roles.
Week 10	Announcement of Student Leaders at the Year 6 Farewell Assembly where the Captains leaving announce their replacement.
Year 6 Term 1 Week 1-2	Student Councillor election process run in each of the Year 6 classes.
Week 4	Student Leaders Induction
Week 6	First assembly organised by the Captains.

Appendix 2 - Student Leadership Passport



The West End Rules Be Respectful Be Responsible Always greet and be respectful to staff Ask permission to leave the classroom Use equipment appropriately Follow adult directions Keep hands, feet and objects to yourself chool Respect others' personal space and property Be in the right place at the right time Never leave the school grounds without Care for equipment permission Follow instructions straight away Use polite language Stay out of restricted areas Be a responsible role model Show pride in yourself and the school Use good manners Wear the correct school uniform Demonstrate a Growth Mindset Respect other's right to learn Be prepared and have all equipment Raise your hand to speak Sit appropriately Be a persistent learner and complete tasks Talk in turns and use a quiet voice O Enter and exit rooms in an orderly manner Take an active role in class activities Be a good listener Keep work space tidy Be honest Enter classrooms only if a teacher is Participate in school approved games Play fairly - take turns Be a problem solver Wear shoes and socks at all times Invite others to join in Return equipment to correct place Run on the oval only Follow rules Before school wait quietly and sit in the Always wear your hat appropriate AstroTurf area for your year Use Getting Along strategies Do not climb on equipment or trees Care for the environment No hard balls, bats or tackling Seek help from a staff member if needed Chasing games only on the oval Walk quietly and orderly so that others Move peacefully Walk one step at a time and stay to the left of the stairwell Use designated stairwells Carry items safely Keep passage ways clear at all times Respect privacy of others Wash hands ō In class time, go in pairs (all year levels) Use facilities appropriately Return straight to class Ask permission and take a buddy Report any mess or damage Use own bike and scooter only Wait your turn Leave school promptly in an orderly way Walk bike and scooter to and from the gate Keep your belongings nearby Wait inside the gate until the car stops Respect other's belongings Follow crossing supervisor's directions Wait respectfully at the council bus stops Use traffic light/signals Follow Road Rules Say and share online what you would say to others face to face O Think before posting online Keep personal information private O Communicate kindly and respectfully Keep passwords secret Follow the Student Computer & Internet Use Agreement Ask permission before sharing anything Report unwanted contact to a trusted adult Use technology as instructed We All Smile in the Same Language

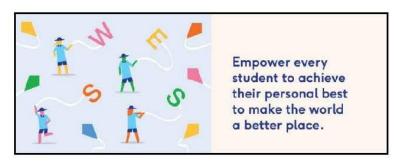
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Strengths	 		
Interests			,
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Leadership Goal			
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Purpose

The WESS Leadership Program provides students with the opportunity to take on the role of a leader and the responsibilities that come with the role. Leadership does not come naturally, but is developed through many activities and lessons we are involved in not only at school, but in our everyday lives. The WESS Leadership Passport recognises the development and accomplishments on the road to becoming a leader and the way in which our students enact our school vision and values.

It is essential at WESS that the Student Leaders demonstrate and reflect through their actions the School's Vision and Values.

Vision



Values

Compassion	Challenge	Creativity	Community	Confidence
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Pre-Selection and Nomination

Leadership Passport

The passport is open to all Year 5 students. Only students who successfully complete the Leadership Passport by the end of November in Year 5 will be able to nominate for formal leadership positions.

There are 5 sections of the Leadership Passport that must be successfully completed. These include:-

- 1. Behaviour
- 2. Involvement in the School Community
- 3. Leadership
- 4. Communication
- 5. Reference from a staff member other than their teacher

1. Behaviour

Students receive a colour coded mark and signature each term from the *teachers* they are directly involved with.

Acceptable Behaviour
All of the Time

Acceptable Behaviour Most of the Time

Unacceptable Behaviour

Aspiring Leaders have consistently displayed acceptable and responsible behaviour, Following "The West End Rules" and setting a good example.

	Term 1	Term 2	Term 3	Term 4
Class Teacher				
H.P.E. Teacher				
Music Teacher				
Language Teacher				
Religion Supervising Teacher				
Sport Teacher				
Leadership/Camp				

Minimum requirement is 23 (90%) green marks and signatures or a pro-rata amount if a new student throughout the year.

2. Involvement in the School Community throughout the year

Aspiring Leaders have actively and responsibly participated in extra-curricula activities. These may include fund raising, library monitors, environment club, assembly set up, art room helpers at lunchtime, other lunch time programs, student support, classroom support for buddy classes.

Completed by a responsible adult.

Activity	Consistently	Moderately	Inconsistently	Signature
	54514			

3. Leadership

The Aspiring Leader has displayed the characteristics of an effective leader in line with WESS Vision, Values and Rules. *Completed by the classroom teacher.*

Criteria	Date	Signature
Consistently works well with others and displays teamwork skills		
Always willing to participate		
Shows respect to all members of the school community		
Trustworthy		
Demonstrates the rules of WESS		
Uses online resources/tools responsibly		
Shows Compassion towards others		
Displays Creativity in problem solving		
Accepts Challenges and shows resilience		
Demonstrates Confidence		
Contributes to the WESS Community		

Criteria	Date	Signature
Speaks well in front of an audience		
Communicates messages or ideas effectively in a number of settings		
Listens to others		

Verification of completion of the Student Leadership Passport

Application for the following Leadership Roles Please circle and number up to 3 positions in order of preference:

School Captain	Performing Arts Captain	Visual Arts Captain
Sports Captain	Environmental Captain	House Captain

Student Signature:	
Parent/Carer Signature:	
Class Teacher Signature:	

SCHOOL USE ONLY:

Application Approval Yes / No

Position/s Application is accepted for:-

School Captain	Performing Arts Captain	Visual Arts Captain
Sports Captain	Environmental Captain	House Captain

Deputy Principal Si	gnature:	
- AD ALC	D	



Appendix 3 - Application for Student Leadership Position

School Captain House Captain for Baruga Captain Performing Arts Captain Dungar Dungar Environmental Captain Sports Captain Class: How have you demonstrated or shown interest in this position? How will you promote the profile of this leadership role? What will you do to make the school a better place? What will you do to make the school a better place? What leadership skills do you possess and demonstrate on a regular basis? What leadership skills do you possess and demonstrate on a regular basis? What leadership sport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership Passport Deadership expectations being successfully met as outlined in Leadership expectations being successfully met as outlined in Leadership expectations Deadership expec	C*	Application for Student Leadership	Position:	
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	Teacher Signatures:	1	Position:	