

GEORGES HALL PUBLIC SCHOOL



Leadership Policy 2006



School Leadership Policy

School Leadership Policy

Rationale:

School life provides many opportunities for young people to develop leadership and representation skills, including as leaders in school governance.

Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

In fact students report that when they actively participate in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. They have:

- increased communication skills
- improved academic performance for students involved
- greater commitment to the school from the wider student body
- positive influences on the climate of the school
- strengthened school spirit
- increased cooperation from students.

At Georges Hall Public School students have a variety of ways to become leaders within the school setting. The school encourages these leadership roles to be spread amongst the student body. Students can only take up one of the leadership roles within the year. It is important that students are aware of this so that they can prioritise the role they wish to take in the year. These roles include:

- SRC member (Yr 1-6)
- Library Monitor (Yr 6)
- House Captains (Yr 6)
- Environmental Ministers (Yr 6)
- Class Captains Yrs 3-6 Leaders Awards Yrs K-2
- Year 6 Prefects
- Year 6 Captains

The principles which we at Georges Hall Public School advocate are that:

- All students have the potential to develop leadership skills.
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live.
- Leadership programs can build students' confidence that their views are important to staff and that they can have an influence on what happens in the school.
- Student leadership programs will be most effective when they:
 - are planned and developmental;
 - receive active support from teachers, parents and peers;
 - encourage a range of leadership styles inclusive of cultural differences;

- engage all groups in the school;
- provide fair access and participation for all students including equal participation for boys and girls;
- encourage more experienced student leaders to support those who are less experienced;
- draw on the expertise and resources of the wider community and
- are perceived as relevant and valuable by the students and the school.

The Leadership Policy is written in four sections.

1. Prefect and Captains Procedures
2. Library Monitors
3. SRC and Class Captains
4. House Captains and Environmental Ministers

Section 1

Year 6

Prefects/

School Captains

Procedures

PREFECTS & CAPTAINS PROCEDURES

Aim:

Georges Hall Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Timeline:

Term	Week	Procedure: Prefects & Captains
1	1	Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy.
1	1-10	Monitor Year 5 students' eligibility for nomination. (See attachment A: Monitoring of criteria)
2	1-10	Monitor Year 5 students' eligibility for nomination. (See attachment A: Monitoring of criteria)
3	1-10	Monitor Year 5 students' eligibility for nomination. (See attachment A: Monitoring of criteria)
4	1-4	Monitor Year 5 students' eligibility for nomination. (See attachment A: Monitoring of criteria)
4	4	Students in Year 5 are reminded of the criteria for students who can and can not be nominated to stand for election. Students in Year 5 are restricted to two nominations each (1 girl and 1 boy). The nominations are sought using a secret ballot. Teachers may also nominate two students (1 girl and 1 boy). The nominations are sought using a secret ballot. A maximum of 12 girls and 12 boys will sit for elections. The top 24 students will stand for elections. Teachers check all nominated students against the criteria for nomination eligibility.
4	5	Candidates standing for election are announced at the K-6 Assembly.
4	6	Students may lobby their peers in this week. Students are restricted to one poster each. These will be displayed in the primary courtyard.
4	7	Students are asked to present a speech at a 3-6 Assembly. Each student is given a 1 minute restriction. They must have their speech signed off by a teacher before they present it to the school assembly and use no props.
4	7	Prefect Elections. Only students in Years 3-6 will vote. Each student voting will be marked off a class list and the number of students voting will be recorded. Teachers will vote with a 1:10 ratio and students who are absent on the voting day can vote the next day.
4	8	Prefects announced
4	10	The captains will be represented by a girl and a boy. The Prefects, the Executive and Stage 3 teachers will vote for the girl and boy captain via a secret ballot. Captains announced at the 3-6 Presentation Day

Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have been on Level A all of Year 5
- Have had no more than 3 detentions in Year 5 and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school

- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events

Nomination Process:

- Students in Year 5 are reminded of the criteria for students who can and can not be nominated to stand for election.
- Students in Year 5 are restricted to two nominations each (1 girl and 1 boy). The nominations are sought using a secret ballot.
- Teachers may also nominate two students (1 girl and 1 boy).
- The nominations are sought using a secret ballot.
- A maximum of 12 girls and 12 boys will stand for elections.

Lobbying of Candidates:

- Students are to display one poster only
- Each candidate will be limited to a 1 minute speech with no props
- The speech presented at the 3-6 Assembly must be previewed by a teacher.
- Students will present their speeches in random order and as they appear on the ballot paper.

Polling Day:

- Voting will take place by secret ballot.
- Each student voting will be marked off a class list.
- The electorate will consist of students in Years 3-6, plus all school staff members.
- The “First Past the Post” voting system will be used. Electors will indicate the 3 boys and 3 girls whom they wish to elect for prefects.
- A girl captain and a boy captain will be determined by a secret ballot. Prefects, Executive and Stage 3 and teachers will vote for the Captains.

Counting of Votes:

- A committee of a minimum of 4 teachers and 1 executive teacher will count all votes. This will occur at an appropriate time on the day of voting.
- All ballot papers will be retained by the principal for a period of 3 months

Weighting of votes:

- 1 :1 ratio for students voting 3-6
- 1:10 ratio for staff members voting for Prefects
- 1:1 ratio of Executive Staff, Stage 3 teachers and Prefects for Captains

Investiture of Prefects and Captains:

- The announcement of persons elected will be made at a 3-6 Assembly
- The announcement of the school captains will be made at the 3-6 Presentation Day Assembly.
- Parents are invited to the 3-6 Presentation Day Assembly.
- Students will read the Prefects Pledge at this Assembly and receive their badges .(See attachment C : Prefects & Captains Pledge)
- The Prefect Contract” will be signed by the elected students and their parents.- (See attachment B : Prefects & Captains Contract)

At the Commencement of Year 6:

- The Captains and Prefects will be re-introduced to the school for their year of office.
- Captains and Prefects are given their roles and responsibilities.(See attachment D : Prefects Roster)



**GEORGES HALL PUBLIC
SCHOOL
"PLAY YOUR PART"**

Iris Rittau
Principal

Pennington Avenue
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CAPTAINS AND PREFECTS EXPECTATIONS

Captains and Prefects Expectations:

- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Participates in school events

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new prefect /Captain to be sworn in from the next highest number of votes in the election process

VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I _____ agree to meet and abide by the conditions of being a prefect /Captain as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____



GEORGES HALL PUBLIC

ATTACHMENT C

SCHOOL
"PLAY YOUR PART"

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CAPTAINS AND PREFECTS PLEDGE

We the captains and prefects of Georges Hall Public School
Are proud to have been elected
As the student leaders for the year 200__
We promise to follow school rules at all times
And to maintain the highest standards set
By this year's Captains and Prefects

ATTACHMENT D

CAPTAINS AND PREFECTS ROLES AND RESPONSIBILITIES

The Captains and Prefects could be called upon at any time to assist with a variety of roles and responsibilities. These include:

- Assisting the Administration Office staff every morning 8:45-9:15am
- Setting up the infants and primary courtyards for outside assemblies
- Declaring the winning class for the infants & Primary morning lines
- Organising, displaying and setting up the rules of the week
- Flying the flag in the appropriate manner
- Assisting with the Detention book and reminding students about their detention on the day.
- Assisting the teachers with the Sports store rooms
- Running the K-6 and 3-6 Assemblies
- Escorting new students around the school
- Showing visitors to our school the correct place to be
- Provide tours for new parents, students and staff.
- Assisting with Kindergarten Orientation in November
- Assisting with Kindergarten's first day in January.
- Monitoring canteen lines at recess and lunch

Section 2

Library Monitors

Procedures

LIBRARY MONITORS PROCEDURES

Aim:

Georges Hall Public School endeavours to develop students' leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Library monitors allow senior students to assist the librarian in daily routines and to familiarise and encourage students in the workings of the library.

Timeline:

Term	Week	Procedure : Library Monitors
4	10	Inform all Year 5 students of the Criteria which will enable them to be eligible for candidacy as a Library Monitor.
1	1	Assembly announcement and Newsletter inclusion to encourage students to become Library Monitors.
1	3	Meeting held in library with interested students. Roles and Responsibilities of a Library Monitor discussed. Students are given the opportunity to fill out a "Library Monitors Application". Students who do not hold other Leadership roles can apply.(See attachment A: Application form)
1	4	All applications are collected. The two librarians and the classroom teachers will assess eligibility of applicants and decide suitability.
1	6	Library Monitors announced at the 3-6 Assembly and their badges are presented.
1	6-10	Fulfil and uphold the criteria required to be a library Monitor
2	1-10	Fulfil and uphold the criteria required to be a library Monitor
3	1-10	Fulfil and uphold the criteria required to be a library Monitor
4	1-10	Fulfil and uphold the criteria required to be a library Monitor

Criteria for Applications:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have completed the Premiers Reading Challenge the previous year
- Hold a general knowledge and understanding of the organisation and role of the library.
- Show an awareness of the required behaviour and time dedication involved.
- Have had no more than 3 detentions in Year 5 and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom, Library, playground and when representing the school
- Displays exemplary behaviour at all times and takes responsibility for their actions at all times and shows respect for all adults at all times and upholds all classroom, library and school rules

Application Process:

- Students in Year 5 (previous year) are reminded of the criteria for students who can and can not apply .
- Students in Year 6 (Current year) apply via an application form- (See attachment A: Application form)

Investiture of Library Monitors:

- The announcement of successful students will be made at a 3-6 Assembly
- Parents are invited to the 3-6 Assembly and students will be given their badges at this assembly and complete and the Library Monitors Contract will be signed by the successful students and their parents- (See attachment B : Library Monitor Contract)



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LIBRARY MONITORS EXPECTATIONS

Library Monitors:

- Displays good leadership skills
- Hold a general knowledge and understanding of the organisation and role of the library.
- Illustrate an awareness of the required behaviour and time dedication involved in being a Library Monitor
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom, library, playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom, library and school rules

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new Library monitor to be sworn in .

VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF BADGE AND RESPONSIBILITIES

I _____ agree to meet and abide by the conditions of being a Library Monitor as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____



Name: _____ Class: _____

LIBRARY MONITORS APPLICATION

Do you have any other roles/Jobs in the school? What are they?

What is fiction?

How are fiction books arranged on the shelves?

What is non-fiction?

How are non-fiction books arranged on the shelves?

How are picture books in the Quarto Junior Fiction section arranged?

In the space below, write about why you want to be a library monitor and how you can best help the library. (Be sure to include the type of behaviour that is expected, roles and responsibilities)

Section 3

SRC & Class Captains

Procedures

SRC PROCEDURES

Aim:

Georges Hall Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Timeline:

Term	Week	Procedure: SRC
1	2	Students Years 1-6 are told by their classroom teacher that SRC representatives will be elected next week. The teachers list the specific criteria for two(2) SRC members for each class. Students are to remain in office for the whole year.
1	3	Students Years 1-6 and class teachers discuss the roles and responsibilities of a SRC member. The students are told the criteria and are told that they can not run for SRC two years in a row or students who hold other Leadership roles.
1	3	Students Years 1-6 are self and/or nominated by other class members. Up to Six girls and six boys can nominate/be nominated. The teacher assesses the students suitability as nominees using the SRC criteria as a guide. Students are elected using a secret ballot system. The SRC representative must be a boy and a girl.
1	5	SRC members are given their badges, complete their SRC contract and read the SRC pledge at a K-6 Assembly. Parents are invited to this special assembly.
1	6	Induction and training day for Prefects, Captains and SRC representatives.
1	3-10	Fulfil and uphold the criteria required to be a SRC Representative.
2	1-10	Fulfil and uphold the criteria required to be a SRC Representative
3	1-10	Fulfil and uphold the criteria required to be a SRC Representative
4	1-10	Fulfil and uphold the criteria required to be a SRC Representative

Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than 3 detentions in the previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings and
- Displays good Public Speaking skills

Nomination Process:

- Students in Years 1-6 are reminded of the criteria for students who can and can not stand for SRC Representative. 12 nominations may be accepted (6 boys and 6 girls)
- Students in Years 1-6 are nominated by fellow class members. They can self nominate.
- Students can not be a SRC Representative two(2) years in a row.

- The Nominees must fulfil Criteria indicated in expectations. (See attachment A : SRC Contract)

Investiture of SRC Representatives:

- The announcement of successful students will be made at a K-6 Assembly in week 5 , Term 1
- Parents are invited to this K-6 Assembly.
- Students will be given their badges at this assembly.
- The SRC Contract will be signed by the elected students and their parents.- (See attachment A : SRC Contract)
- The SRC have an induction day in week 6 of Term 1.
- At the assembly the SRC students will read the SRC Pledge (See attachment B : SRC Pledge)



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SRC EXPECTATIONS

SRC:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Can represent the class at SRC meetings and
- Displays good Public Speaking skills

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new SRC member to be sworn in from the next highest number of votes in the election process.

**VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF
BADGE AND RESPONSIBILITIES**

I _____ agree to meet and abide by the conditions of being a SRC member as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____

ATTACHMENT B

SRC PLEDGE

We, as the Student Representative Council of Georges Hall Public School, promise to promote the fine name of our school and to make decisions that will improve the school and its environment.

Our behaviour will be of the highest standard to set a good example for our peers.

We promise to carry out our duties to the best of our ability.

CLASS CAPTAINS YEAR 3-6 PROCEDURES

Aim:

Georges Hall Public School endeavours to develop students leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years 3-6 will elect Class captains. These captains will be rotated every term and can not hold other leadership roles in that year. Years K-2 do not have class captains, their leadership roles are obtained via the weekly rotation of Leaders Awards.

Timeline:

Term	Week	Procedure: Class Captains
1/2/3/4	2	Students Years 3-6 are told by their classroom teacher what the specific criteria for two (2) Class captains members are. Students are to remain in office for the one term.
1/2/3/4	2	Students Years 3-6 and class teachers discuss the roles and responsibilities of a Class captain.
1/2/3/4	2	Students Years 3-6 are self and/or nominated by other class members. Up to six girls and six boys can nominate or be nominated. The teacher assesses the students suitability as nominees using the Class Captain criteria as a guide. Students are elected using a secret ballot system. The Class Captain representative must be a boy and a girl.
1/2/3/4	3	Class Captains are given their badges and complete their Class Captain contract in a ceremony in class.
1/2/3/4	3-10	Fulfil and uphold the criteria required to be a Class Captain

Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities for the teacher.

Nomination Process:

- Students in Years 3-6 are reminded of the criteria for students' who can and can not stand for Class Captain. 12 nominations may be accepted (6 boys and 6 girls)
- Students in Years 3-6 are nominated by fellow class members. The Nominees must fulfil Criteria indicates in expectations. .(See attachment C : Class Captain Contract)

Investiture of Class Captain:

- The announcement of successful students will be made in a class ceremony in week 3 , Term 1/2/3 & 4
- Students will be given their badges at this ceremony.
- The Class Captain Contract will be signed by the elected students and their parents.- .(See attachment C : Class Captain Contract)



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CLASS CAPTAIN EXPECTATIONS

The Class captain:

- Displays good leadership skills.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities for the teacher.

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new Class captain to be sworn in from the next highest number of votes in the election process.

**VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF
BADGE AND RESPONSIBILITIES**

I _____ agree to meet and abide by the conditions of being a Class captain as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____

Section 4

House Captains &
Environmental
Ministers

Procedures

HOUSE CAPTAINS YEAR 6 PROCEDURES

Aim:

Georges Hall Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years 6 can stand for House Captain and House Vice Captain. These captains will hold office for the year and not hold any other leadership role in that year.

Timeline:

Term	Week	Procedure: House Captain
1	1	Students Years 3-6 are told by their Sports group teacher what the specific criteria for two (2) house Captains and two (2) Vice House Captains members are. Students are to remain in office for the year, hold no other leadership role and is currently in Year 6.
1	1	Students Years 3-6 , at the first Sports group meeting are able to self and/or be nominated by other students in the sports group. The teacher assesses the students suitability of nominees using the House Captain criteria as a guide. Students are elected using a secret ballot system. The House Captain representatives must be 2 boys and 2 girls.
1	1	House Captains are given their badges and complete their House Captains contract at this meeting.
1/2/3/4	2-10	Fulfil and uphold the criteria required to be a Sports Captain

Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than 3 detentions in previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to fulfil good and sound practices of being a good sport.

Nomination Process:

- Students in Years 3-6 are reminded of the criteria for students who can and can not stand for House Captains. 12 nominations may be accepted (6 boys and 6 girls)
- Students in Years 6 are nominated by Sports group members. The Nominees must fulfil Criteria indicates in expectations. .(See attachment A :House Captains Contract)

Investiture of House Captain:

- The announcement of successful students will be made in a Sports group meeting in week 1 , Term 1
- Students will be given their badges at this meeting.
- The House Captains Contract will be signed by the elected students and their parents.- .(See attachment A :House Captains Contract)



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HOUSE CAPTAINS EXPECTATIONS

The House Captain:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Fulfils responsibilities at sports carnivals and events
- Has the ability to fulfil good and sound practices of being a good sport.

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new House Captain to be sworn in from the next highest number of votes in the election process.

**VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF
BADGE AND RESPONSIBILITIES**

I _____ agree to meet and abide by the conditions of being a House Captain as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____

ENVIRONMENTAL MINISTERS YEAR 6 PROCEDURES

Aim:

Georges Hall Public School endeavours to develop student's leadership skills and to share decision making processes.

The procedures put in place at Georges Hall Public School have been developed to be fair, unbiased, equitable and inclusive for all students.

Students in Years 6 can stand to be an Environmental Minister. These Ministers will hold office for the year and will not hold any other leadership roles in that year.

Timeline:

Term	Week	Procedure : Environmental Minister
1	4	Students in Year 6 are told by their Year 6 teachers what the specific criteria for Six (6) Environmental Ministers are. Students are to remain in office for the year.
1	4	Students in Year 6 will meet as a grade and be nominated /or self nominate for this role. The teacher assesses the students suitability of nominees using the Environmental Ministers criteria as a guide. Students are elected using a secret ballot system. The Environmental Ministers representatives must be 3 boys and 3 girls.
1	4	Environmental Ministers elected and declared at this Year 6 Grade meeting.
1/2/3/4	4-10	Fulfil and uphold the criteria required to be an Environmental Minister.

Nomination of Candidates:

Students can be nominated if they fulfil the following criteria:

- Displays good leadership skills
- Have had no more than 3 detentions in previous year and/or no detentions involving violence or rudeness.
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to speak at K-6 Assemblies
- Will select the winning classes that have kept their Environmental area clean

Nomination Process:

- Students in Years 6 are reminded of the criteria for students' who can and can not stand for Environmental Minister. 12 nominations may be accepted (6 boys and 6 girls)
- Students in Yr 6 are nominated by Year 6. The Nominees must fulfil Criteria indicates in expectations. .(See attachment B :Environmental Ministers Contract)

Investiture of Environmental Ministers:

- The announcement of successful students will be made in this year 6 meeting in week 4 , Term 1
- The Environmental Ministers Contract will be signed by the elected students and their parents.- .(See attachment B :Environmental l Ministers Contract)



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**ENVIRONMENTAL MINISTERS
EXPECTATIONS**

The Class captain:

- Displays good leadership skills
- Wears full school uniform at all times and worn appropriately
- Shows willingness to assist at all times
- Is a role model in the classroom and playground and when representing the school
- Displays exemplary behaviour at all times
- Takes responsibility for their actions at all times
- Shows no violence at any time
- Shows respect for all adults at all times
- Upholds all classroom and school rules
- Has the ability to speak at K-6 Assemblies
- Will select the winning classes that have kept their Environmental area clean

**Iris Rittau
Principal**

Consequences of not meeting these expectations:

1st Offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal.

3rd offence: Loss of badge and responsibilities permanently. Parents contacted by the principal.

A new Environmental Minister to be sworn in from the next highest number of votes in the election process.

**VIOLENCE OF ANY MANNER WILL LEAD TO PERMANENT LOSS OF
BADGE AND RESPONSIBILITIES**

I _____ agree to meet and abide by the conditions of being an Environmental Minister as set out above in this contract.

Signed: _____ (Student) Date: _____

Signed: _____ (Parent) Date: _____