



LEADERSHIP PROCEDURE

Blackheath Public
School

Updated 2024



LEADERSHIP TEAM PROCEDURES

At Blackheath Public School, students are encouraged to become responsible members of the school community. Safe, responsible and respectful practices are embedded within our Student Welfare Policy. Year 6 students are provided with the opportunity to further develop responsible behaviours in a leadership capacity within the school as members of the School Leadership Team.

Students nominating for the BPS Leadership Team are expected to have demonstrated safe, responsible and respectful practices as students at Blackheath Public School. Successful students are expected to continue to model the appropriate behaviours as leaders in the school community.

The Leadership Team at Blackheath Public School consists of eight Year 6 student members.

The team will consist of:

- **Boy Captain and Girl Captain**
- **Boy Vice Captain and Girl Vice Captain**
- **Four prefects**

ELECTION PROCEDURES

Year 5 students are to apply to stand for election to the Leadership team in Term 4. Applications forms will be available from the Stage 3 Assistant Principal. (See appendix)

Stage 3 Assistant Principal will provide guidelines for suitable candidates for nomination and expected behaviours of the Leadership Team. Students will not be eligible for a leadership position if, at the time of selection, they have received a suspension that year.

- Nominations will take place in week 5 or 6 of Term 4.
- All nominated students will prepare a speech (up to 2 minutes) to be presented to a school assembly (Years 1-6) during Week 6 or 7 of Term 4.
- Stage 3 Assistant Principal will provide directions to students regarding the appropriate content of speeches.
- The principal will address the assembly regarding appropriate focus when electing members of the school leadership team.
- Following the presentation of speeches, all students in Years 1-5 will vote for the Leadership Team for the following year.
- Stage 3 Assistant Principal will provide instructions regarding completion of ballot papers. Class teachers ensure students have understood the instructions.
- Students will vote in the hall after speeches have been presented. They will proceed to the hall with their class teacher, where they will be marked off the class roll and given ballot papers.

Students and staff will vote for four boys and four girls on their ballot papers. They will number their choices on the ballot papers 1-4 in order of preference. There is no provision for any student or staff member who is away from school on the voting day to cast a late vote.

Votes will be counted by the principal and Executive Staff or delegates.

ELECTION PROCEDURES

- Votes will be weighted in accordance with the number assigned on the ballot paper: 1=4 points, 2=3 point, 3=2 points, 4=1 point.
- The two boys and two girls receiving the highest points will be elected Captain and Vice-Captain. The following four students with the highest votes will be elected to the role of prefects. (Prefect configuration is not determined by gender, rather, determined by votes).

At times, there may be an unequal number of male/female candidates. To ensure the votes are of equal value when determining prefects, the following equation is used:

1. Determine the factor of candidates by gender:
Count of candidates by gender type A
Count of candidates by gender type B
Factor = Count of candidates with the higher count / Count of candidates with the lower count
2. Multiply the original vote count of candidates with the higher count of candidates by 1
3. Divide the original vote of candidates with the lower count of candidates by the factor
4. Re-rank candidate by the new vote count, with the first four candidates elected as prefects.

The results of the election will be presented to a staff meeting for consultation prior to the results being announced. Students who have been elected to the Leadership Team will be expected to have demonstrated appropriate behaviours in accordance with Blackheath Public School Welfare Policy. The School Executive, in consultation with the staff, will make the final decision regarding the Leadership Team.

The principal has the power to make executive decisions throughout the whole process to allow for the integrity of the positions and fairness of procedures.

Students will be informed of the election results, by the principal, in the week following the elections.

ELECTION PROCEDURES CONT.

Presentation of Badges

The Leadership Team will receive badges at the Annual Presentation Assembly and parents/ carers will be invited to attend the assembly to pin badges on their children.

Captains, Vice Captains and Prefects will recite and sign pledges committing to uphold the values and expected behaviours of Blackheath Public School.

Expected Behaviours

The principal will meet with the newly elected members of the leadership team and advise them of the responsibilities of their role within the school. The Captains, Vice Captains and Prefects will:

- uphold the expected behaviours of the Blackheath Public School Welfare policy.
- model safe, responsible and respectful behaviours.
- assist other students
- be members of the Student Representative Council.
- meet with the teacher organising K-6 Assembly each fortnight to assist with preparations.
- prepare the hall for fortnightly assemblies.
- undertake additional responsibilities, as requested, by the principal, assistant principals or staff members.
- represent the school when required.

ELECTION PROCEDURES CONT.

Consequences of Irresponsible Behaviour

Where a member or members of the leadership team are not demonstrating appropriate behaviour in accordance with the BPS welfare policy, the following actions may be taken:

1st offence: Warning of loss of badge and responsibilities for one week. Parents contacted by the principal. Appropriate consequential action may be taken e.g. reflection time/detention.

2nd offence: Loss of badge and responsibilities for one week. Parents contacted by the principal. Appropriate consequential action may be taken e.g. reflection time/detention.

3rd offence: Loss of badge and responsibilities may be permanent. Parents contacted by Principal. Appropriate consequential action may be taken e.g. reflection time/detention.

4th offence: Permanent loss of leadership position. Position awarded to the student who received the 9th highest votes. If a captain or vice-captain loses their leadership position, then the student with the next highest number of votes will move up.

Severe violence of any manner will lead to permanent loss of badge and responsibilities.

LEADERSHIP APPLICATION



Parent/ Caregiver declaration,

I support the application of my child for Student Leader. I am aware of the Blackheath Public School Leadership Procedures. I understand the selection criteria, specific duties required for the role and the 'Consequences of Irresponsible Behaviour' procedure. I will support my child in the role of Student Leader.

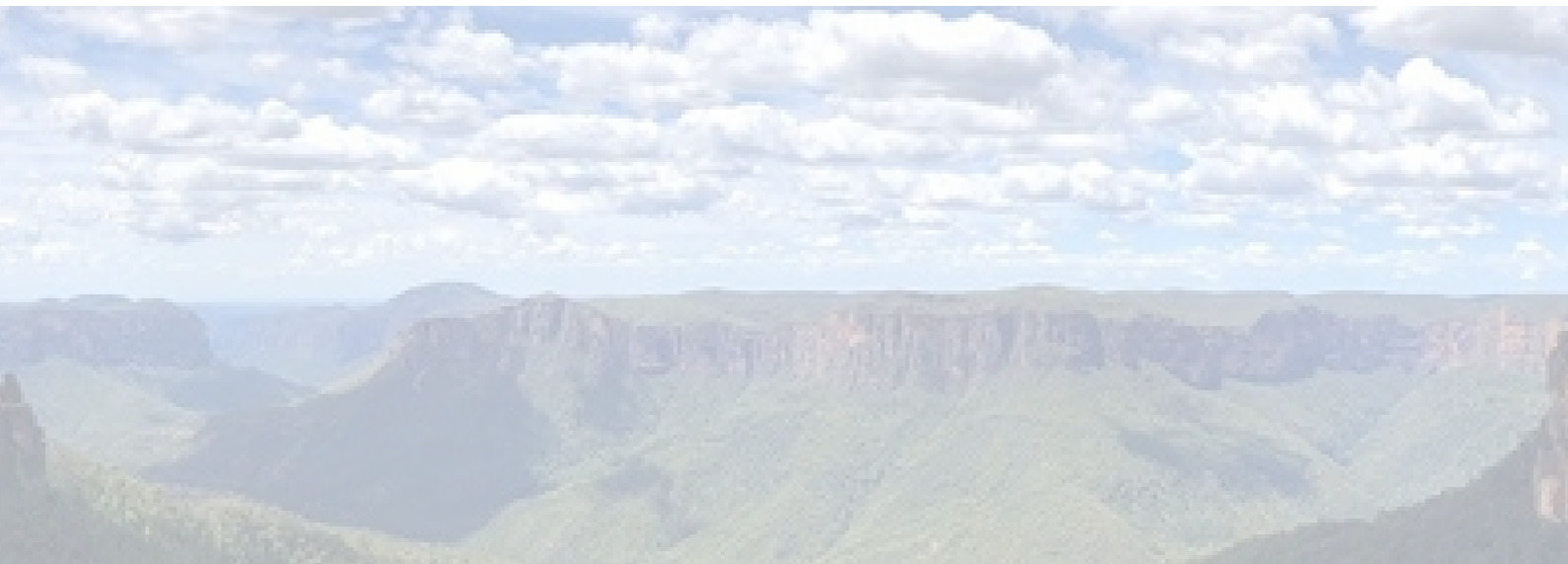
Parent Signature: _____ **Date:** _____

Student Name: _____ **Class:** _____

I wish to make an application to become a Blackheath Public School Student Leader.

As a Student Leader, I will:

- Wear school uniform appropriately at all times.
- Display exemplary behaviour by upholding the school values of being a SAFE RESPECTFUL LEARNER at all times.
- Act with integrity, honesty and respect.
- Perform rostered duties.
- Be well-mannered and helpful.
- Be an outstanding role model for other students in the classroom, playground and when representing the school.
- Take responsibility for my actions at all times.



Please answer the following:

1. After discussing my application with my family, I understand that a Student Leader needs to have the following characteristics in order to successfully fulfil the role:

2. I have demonstrated my commitment to school life by:

3. As a Student Leader at Blackheath Public School, I would like to be able to make the following contributions:

I understand that this position is a responsible one involving the support and leadership of the whole school. I fully realise the consequences of incorrect use of my position as a Student Leader.

Student signature: _____

Date: _____

Application Accepted:

Yes

No

Reason: _____