



STUDENT LEADERSHIP POLICY

PURPOSE

Orchard Grove Primary School values the importance of all students developing leadership skills as they progress through their education. Several leadership opportunities are offered to students that build on our school values of Respect, Working Together, Integrity, Fostering Growth and Valuing Diversity. This policy specifically targets Year Five students in preparation to become Year Six leaders, however, leadership is demonstrated through the actions of people and can be demonstrated without a title.

All students who aim to apply for a student leadership role will model our school values through their behaviour and uphold our expected School Wide Positive behaviours and Student Leadership behaviours.

SCOPE

This policy applies to students applying for and upholding student leadership positions at Orchard Grove Primary School.

Roles

Orchard Grove Primary School offers the following leadership positions:

- Two School Captains
- Eight House Captains (Mirrabooka, Killara, Wurundjeri, Warrawong)
- Two Junior School Council Captains
- Two Performing Arts Captains
- Two Visual Arts Captains
- Two STEM Captains
- Two Community and Cultural Captains
- Two Sustainability Captains
- Two Peer Mediator Captains
- Two Library Captains
- Two Technology Captains

Responsibilities

Student Leaders are expected to be positive models within the school community at all times. They reflect the school's values, display exemplary behaviour (including upholding our SWPBS) and try their best at all times.

Role descriptions and expectations are outlined in Appendix A.

If a successful applicant is unable to maintain their commitment to the expectations of the role, they may forfeit the position at the Principal's discretion.

Selection Process

All students will receive a Student Leadership Application pack. This will include the Student Leadership Policy, a student application form, parent/carer consent form, a document outlining the timeline and an explanation of the roles available.

The following guidelines outline the process for each of the formal leadership positions at Orchard Grove Primary School:

School Captains, House Captains and Junior School Council Captains

1. Students write and submit the application form with parent/carer consent. These are submitted through Google Classroom. A separate application is required for each position for which the student wishes to apply.
2. All applicants for these categories will deliver a 3-4 minute speech to students in Years Three, Four and Five. If students have applied for multiple positions, a separate speech will be required for each position. Speeches for each role will be held on different days.
3. Students in Years Three, Four and Five will vote after student speeches for each captaincy role.
4. Written applications will be scored according to a school-based rubric, and assessed by the current Year Five classroom teachers and a representative from the Principal Class team.
5. Scores from written application rubrics and the outcome from student votes will be combined before recommendations are made to the Principal Class team.
6. Final decisions of School Captains, House Captains and Junior School Council Captains will be made by the Principal Class team.

Other Leadership roles: S.T.E.M. Captain, Visual Arts Captain, Performing Arts Captain, Library Captain, Community and Culture Captain, Technology Captain, Peer Mediation Captain and Sustainability Captain

1. Students write and submit the application form with parent/carer consent. These are submitted through Google Classroom. A separate application is required for each position the student wishes to apply for.
2. Written applications will be scored according to a school-based rubric, and assessed by the teacher who oversees the position that has been applied for (eg. STEM leader interviews the

applicants for STEM Captains), a representative of the Year Five teachers and a member of the leadership team.

3. Applicants will be interviewed and scored according to a school-based rubric by the teacher who oversees the position that has been applied for (eg. STEM leader interviews the applicants for STEM Captains) along with the current student leaders for that role, a representative of the Year Five teachers and a member of the leadership team.
4. Based on written application rubrics and interview rubrics, recommendations will be put forward to the Principal Class team.
5. Final decisions for all positions will be made by the Principal Class team.

Timeline

The timeline will be made available to the school community via Compass for parents/carers. In addition to this, a printed copy of the timeline will be in each Year Five classroom and discussed with the students. Those applying for leadership positions will also be provided with a printed copy of the timeline as part of their application pack.

Related Documentation

Appendix A: Student Leader roles

Appendix B: Example Parent/Carer Consent

Appendix C: Example Student Application form

Appendix D: SWPBS Expected Behaviour Matrix and SWPBS Student Leadership Expected Behaviour Matrix

Appendix E: Written Application Rubric (all positions)

Appendix F: Interview Rubric (selected positions)

Review Cycle And Evaluation

Last updated 2024

Scheduled for review in 2026

APPENDIX A:

Student Leader roles may include:

School Captains

- Uphold the school values and the SWPBS expectations at all times, leading by example and being a role model for all students across the school.
- Lead whole-school assemblies, school tours and other relevant events.
- Confident public speaker (in front of adults and students).
- Represent the school for various occasions (eg Open Night, Information Evenings, special ceremonies).
- Willing to give up their personal time to help the school be an amazing place to learn and make friends.
- Orchard Grove School Captains have the option to lead new initiatives and bring their own ideas to the role, in consultation with the principal team.

House Captains

- Present sport-related information at assembly or at sporting events when required.
- Willing to help others in achieving their personal best.
- Participate in sporting events throughout the year.
- Assist with setting up for athletics training.
- Assist with F-2 house athletic events (Athletics, Cross Country, Footy Day).
- Running the sports equipment borrowing system.
- Uphold our House Spirit values.

Junior School Council Captain

- Research and deliver term fundraisers to discuss with JSC Representatives across the school.
- Lead the whole-school assemblies (eg. ANZAC Day, Remembrance Day).
- Actively share and contribute ideas for school improvements and initiatives.
- Present at school council meetings, explaining what we have been doing in our JSC meetings.
- Collect data about what students want/don't want in our school (e.g. via school suggestions boxes, and discuss information in our JSC meetings).
- Step in to lead whole-school assemblies when required.
- Assist in the coordination of SWPBS program.

STEM Captain

- Present STEM-related information at assembly or STEM events when required.
- Assist with the organisation of Science Week (including meeting with selected groups, tracking experiments and maintain communication with STEM teacher).
- Assist in the STEM Room during one recess and/or lunch per week.
- Be an active participants in the STEM program.

Performing Arts Captain

- Present Performing Arts-related information at assembly when required.
- Lead specific assembly announcements, such as the singing of our National Anthem.
- Be an active participant in the Performing Arts program.
- Assist in the organisation of whole-school events, such as production, Christmas carols, Talent Show and related clubs and choirs.
- Confidently present/host performances.

Visual Arts Captain

- Present Visual Arts-related information at assembly or art events when required.
- Assist in the organisation and delivery of Art Club.
- Assist in major events i.e. the Art Show, production, Legacy artwork, etc.
- Be an active participant in the Visual Art program.

Community Captain

- Present Community and Cultural-related information at assembly and other related events when required.
- Assist in the creation of digital presentations to be amongst classes.
- Assist and actively contribute in the planning of special community and cultural events.
- Set an exemplary example in the area of Intercultural Understanding, cultural literacy, diversity and respect.
- Be an active participant in the community and cultural program (ie. cultural events and Spanish).

Technology Captain

- Co-ordinate the technology aspects of whole-school events, such as assemblies and special presentations. This includes testing of the microphones and ensuring that the slides and audio/video from the slides all work prior to the audience arriving.
- Work collaboratively with other captains.
- Set an exemplary example in the area of cybersafety.
- Mentor and guide younger students regarding iPad use.
- Provide feedback regarding technology where required.
- Be an active participant in the technology program.

Sustainability Captain

- Present Sustainability-related information at assembly and other related events.
- Assist in leading the whole-school Green Team by regularly attending meetings, facilitating discussions and analysing weekly Smart Food data.
- Actively participate and lead the ongoing monitoring of the Smart Food Tuesday initiative.
- Be an active participant in the sustainability program.

Peer Mediation Captain

- Present Peer Mediation-related information at assembly and other events.
- Be kind, caring and approachable towards students across the whole school.
- Promote whole-school wellbeing initiatives, such as SWPBS.
- Actively participate in the promotion and training of Peer Mediators.
- Assist in developing organisational structures of the Peer Mediation program.
- Be an active participant in the Peer Mediation program.

Library Captain

- Present Library-related information at assembly and other events.
- Assist in the running of events, such as Book Fair, Book Week parade, visiting authors.
- Assist in the Library during one recess and/or lunch per week.
- Be an active participant in the Library program and have a passion for reading.

APPENDIX B



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101 Orchard Grove, Blackburn South 3130

Parent/Carer Consent Form

Parents/Guardians,

RE: Application for a student leadership position in 2025.

Your child is applying for a Year Six Student Leadership Position at Orchard Grove Primary School. We foster and provide numerous opportunities for leadership at the school and encourage each student to apply for any position they may be interested in filling. Leadership positions are outlined in the Student Leadership Policy and form part of the Student Leadership application pack which your child has been given and should bring home and share with you.

While we wish every child every success, we draw your attention to the possibility that your child may not be successful in their attempt to be appointed to the position they have applied for. Supporting children with the outcome of this process is important. If you require guidance in how to support your child if they are unsuccessful, please contact our Wellbeing and Inclusion team.

For your child's application to be considered, could you please complete and return the following with their application form.

Yours sincerely

Michelle Ogilvie
Principal

My child _____ has permission to apply for the following leadership positions: _____

I understand:

- The requirements within the Student Leadership process, including the selection process and timeline;
- Students are advised of their positions prior to completing Year Five;
- A child's leadership position may be suspended or withdrawn under certain circumstances, e.g. breaking the Student Code of Conduct;
- I understand my role as a parent/carers in supporting my child with the outcome of the process.

Name _____

Date _____

Signed _____

APPENDIX C

Part A: Written Application



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Student Name: _____ Grade: _____

Application form for _____ Captain

Our School Values at Orchard Grove Primary School are:

RESPECT – treating people with dignity and property with care

VALUING DIVERSITY – accepting and celebrating difference

INTEGRITY – displaying honesty and trust with ourselves and others

WORKING TOGETHER – shared effort and responsibilities when working towards common goals

FOSTERING GROWTH – promoting academic, social, emotional and physical development.

Our school also promotes our School Wide Positive Behaviour expectations of:

Be Responsible

Be Respectful

Be a Learner

By submitting this application, I have read and understand the SWPBS Expected Behaviour Matrix and the SWPBS Student Leadership Expected Behaviour Matrix and believe I have and will continue to be an exemplary role model.

Question 1: Why do you want to be a leader at OGPS? (link to the specific captain role you are applying for)

Question 2: How have you demonstrated and promoted the values at OGPS in the past? Please share some detailed examples.

Question 3: What would you do as a future leader to contribute to our school?

Part B: Speech and Interview questions

Students' speeches should go no longer than 3- 4 minutes and focus on the specific questions:

1. Who do I see as a good leader and what values/beliefs do they have that you think are good leadership qualities?
2. What qualities do you have that make you a good leader in your chosen position?
3. As a leader at OGPS I would...



SWPBS

School Wide Positive Behaviour Support

Providing a positive, safe, supportive and inclusive learning environment for all.



EXPECTED BEHAVIOUR MATRIX	 BE RESPECTFUL • Respect • Valuing Diversity	 BE RESPONSIBLE • Integrity	 BE A LEARNER • Fostering Growth • Working Together
Always	<ul style="list-style-type: none"> Follow directions Be polite and use manners Keep your hands and feet to yourself Listen to others Wear your school uniform correctly 	<ul style="list-style-type: none"> Tell the truth Make good choices Put all rubbish in the bin Use equipment for its correct purpose Be on time 	<ul style="list-style-type: none"> Be inclusive Participate Take turns Show kindness and care for others Accept help
Classrooms	<ul style="list-style-type: none"> Listen to teachers and classmates Put your hand up to speak Take care of school and personal belongings 	<ul style="list-style-type: none"> Take pride in your work Ask for help when you need it Focus on activities 	<ul style="list-style-type: none"> Follow instructions Work well with others Let others learn Persist with your learning
Playground and Oval	<ul style="list-style-type: none"> Play by the rules Take turns Share equipment and spaces Wear your school hat correctly Walk your bike and scooter in and out of school 	<ul style="list-style-type: none"> Line up during the music Use and return sports equipment Use play equipment correctly and fairly 	<ul style="list-style-type: none"> Agree upon the rules before starting the game Include others
Toilets	<ul style="list-style-type: none"> Give each other privacy Use the toilets and hand basin appropriately Wash your hands with soap and water and turn off taps Use quiet voices 	<ul style="list-style-type: none"> Report problems to a teacher Only put toilet paper in the toilet Flush the toilet Leave the toilet when finished Stay with your partners 	<ul style="list-style-type: none"> Go to the toilet at the right time: -before school -recess/lunchtime/during music -during brain breaks Use learning time for learning
Walkways and Corridors	<ul style="list-style-type: none"> Walk with quiet voices and quiet feet Leave work/displays on the walls 	<ul style="list-style-type: none"> Keep tidy Move around safely Be at the right place at the right time 	<ul style="list-style-type: none"> Set a good example of how to move around Stay together as a class
Assembly	<ul style="list-style-type: none"> Walk calmly and sit quietly Actively listen 	<ul style="list-style-type: none"> Keep hands to ourselves Be focused -use the toilet and get a drink before or after assembly 	<ul style="list-style-type: none"> Celebrate the success of others
ICT	<ul style="list-style-type: none"> Follow our ICT school agreement Treat equipment with respect Seek permission before filming or photographing others 	<ul style="list-style-type: none"> Make good and safe choices when online Come with your device charged Report any issues to an adult 	<ul style="list-style-type: none"> Use technology to support your learning



SWPBS

School Wide Positive Behaviour Support

Providing a positive, safe, supportive and inclusive learning environment for all.



Students at Orchard Grove Primary School will uphold our School-Wide Expected Behaviour Matrix, in addition to the following:

STUDENT LEADERSHIP EXPECTED BEHAVIOUR MATRIX	 BE RESPECTFUL <ul style="list-style-type: none"> ● Respect ● Valuing Diversity 	 BE RESPONSIBLE <ul style="list-style-type: none"> ● Integrity 	 BE A LEARNER <ul style="list-style-type: none"> ● Fostering Growth ● Working Together
Always	<ul style="list-style-type: none"> ● Participates in a variety of school programs and events, for example; Production, Fiesta, Sporting Events, Book Week, etc ● Punctuality to school and strong attendance. ● Consistently high standard of behaviour and adherence to the Student Code of Conduct & SWPBS demonstrated over a number of years. ● Set an exemplary example in the area of positive behaviour and support of diversity ● Exceptional manners by demonstrating attributes such as gratitude and kindness ● Proactive and independently supports others in their learning ● Shows skills in a wide-variety of extra-curricular activities by stepping out of their comfort zone. ● Demonstrates an ability to interact with all students regardless of their friendship group or interests ● Wears school uniform correctly ● Ability to lead peers and provide directions to others ● Confidence in public settings and interactions ● Prepared to use recess and lunch to contribute to the additional roles required of a student leader. ● Demonstrates good listening skills with an ability to seek and receive feedback ● Strives to achieve their personal best ● Demonstrates collaborative skills to work towards the school goals and values 		



Orchard Grove Primary School

Student Leadership Written Application Rubric

Student Name:

Year Level: Five

Date:

Description of task: To write an application to be considered for a school leadership position in 2025. This application will address specific questions as outlined in the Student Leadership Application pack .

Question 1: Why do you want to be a leader at OGPS? (Refer to the specific captain role for which you are applying)

Question 2: How have you demonstrated and promoted the values at OGPS in the past? Please share some detailed examples.

Question 3: What would you do as a future leader to contribute to our school?

Criteria	★★★	★★	★
Reference to Role	I have explained in detail the reasons why I would like to be a leader at OGPS, including references to the specific role for which I am applying.	I have briefly explained the reasons why I would like to be a leader at OGPS, including references to the specific role for which I am applying.	I have explained why I would like to be a leader at OGPS.
Demonstrated School Values	I have given multiple examples from school where I have demonstrated leadership and the OGPS values.	I have given examples from school where I have demonstrated leadership or the OGPS values.	I have given an example where I have demonstrated leadership.
Future Leader	I have explained in detail and included examples of what I would do and how I would contribute to OGPS as a future leader.	I have explained what I would do and how I would contribute to OGPS as a future leader.	I have stated what I would do as a future leader.



Orchard Grove Primary School Student Leadership Interview Rubric

Student Name:

Year Level: Five

Date:

Description of task: Participate in an interview to be considered for a school leadership position in 2025.

Question 1: Who do I see as a role model and what values/beliefs do they have that you think are good leadership qualities?

Question 2: What qualities do you have that make you a good leader in your chosen position?

Question 3: As a leader at OGPS I would...

Criteria	★★★	★★	★
My role models	I have explained in detail who I see as a good role model and provided specific reasons why, including links to the role.	I have briefly explained who I see as a good role model and provided some reasons why.	I have briefly explained who I see as a role model.
Leadership Qualities	I explained in detail the leadership qualities I hold which will make me a good leader for the specific role.	I explained the leadership qualities I hold which will make me a good leader for the specific role.	I have stated my leadership qualities.
Leader at OGPS	I have explained in detail what I would do as a leader at OGPS and made specific links to our school values and SWPBS expected behaviours.	I have briefly explained what I would do as a leader at OGPS and made some links to our school values or SWPBS expected behaviours.	I have provided an explanation of what I would do as a leader at OGPS.