



STUDENT LEADERSHIP POLICY

Rationale

At St Patrick's Primary School, we believe that students should be given an opportunity to have input into decisions, voice concerns and make suggestions to improve their school, as well as becoming more aware of the wider community. This will be provided through the role of School Captain, Sports Captain and as a representative on the School Parliament.

Aims

The purpose of this policy is to ensure that all students are able to:

- work together as a Christian group
- work together to make fair decisions
- co-operate with other students in the school
- gain equal opportunity amongst children
- have representation in the decision making process
- show respect for each other and acknowledge their rights within St. Patrick's Primary School
- develop a sense of belonging, responsibility and partnership

Guidelines

At St Patrick's Primary School, the Student Leadership Policy will be implemented and aligned with our Religious Education, Pastoral Care and Learning Support policies. The student leadership structure at St Patrick's mainly involves Year Six students, who are able to hold positions of School Captain, Sports Captain or School Parliamentary Ministers and parliamentary officers.

Four School Captains are elected each year to represent the student body in a leadership position. Two boys and two girls are elected as captains in a process involving all students and the staff. The captains have specific roles and responsibilities. Part of their role is to uphold the good name of St Patrick's Primary School and to be role models to other students.

Six Sports Captains are elected each year to represent the three Sports' Houses. Three boys and three girls are elected as Sports Captains in a process involving all students and the staff. The Sports Captains have specific roles and responsibilities. Part of their role is to uphold the good name of St Patrick's Primary School and to be role models to other students.

The School Parliament involves all Year 6 students and gives them an opportunity for leadership development. The Parliament is led by the school captains and other students are responsible for a variety of portfolios. Students are supported in their role by staff members. Ministers meet regularly with other Year Levels to talk about issues affecting them. School Parliament sits regularly throughout the year. Ministers present bills to the Parliament. Once these have been passed the Governor General (Principal and/or Assistant Principal) approves the bill.

Guideline Indicators

School Captains

The role of the School Captains:

School Captains are chosen to represent the student body in the following ways: -

- a) Regular meetings with the Principal and Assistant Principal.
- b) Membership on and leadership of the School Parliament.
- c) Represent the school at outside functions.
- d) Be a role model for other students and be respectful of their position.
- e) Be pro-active in playground issues.
- f) Deliver welcome and thank you speeches to special visitors and guests.
- g) Greet and welcome special visitors at the school gates, introduce themselves and show them to the office.
- h) Represent the students at discussions with the staff or parent groups.
- i) Take a lead role in conducting the weekly assemblies.
- j) Assist in the presentation of Awards at the weekly assemblies.

Election Procedures:

- Each child in Year Five is given the opportunity to run for School Captain in November of each year.
- Those who wish to run for captain delivers a leadership speech in front of the school community.
- After delivering their speeches, each class is given a list of those running for captain. They are then asked to vote for their preferred male and female captain.
- Votes are counted with the results remaining confidential.
- These are taken to the staff for consideration and consultation. From this meeting, four captains are chosen for the subsequent year.

Initiation:

- The Principal announces the new captains at the morning assembly after the staff meeting. The captains are then given the opportunity to phone their parents to inform them of their appointments.
- End of Year Mass- Existing captains pass on the school banner to the new captains as a symbol of passing on the leadership responsibilities.
- The new captains are initiated at the Beginning Year Mass, where they are presented with their badges by the Parish Priest and Principal. The captains' parents are invited to attend the Mass to be part of the ceremony.
- The captains and their parents meet with the Principal and Assistant Principal early in the year to discuss their role and responsibilities.
- The new captains' names are added to the Honour Board in the office area.

Contractual Agreement:

In the event of misrepresentation or inappropriate behaviour by a School Captain, the Principal or Assistant Principal has the right to ask the student to step down from their role for a minimum period of one month and inform their parents of this decision.

Sports Captains

The role of the Sports Captains:

Sports Captains are chosen to represent the student body in the following ways: -

- a) Assume a leadership role in sports meetings.
- b) Lead their sports house at school carnivals.
- c) Assist teachers with sport equipment.
- d) Be a role model for other students and be respectful of their position.
- e) Be pro-active in playground issues.
- f) Take a lead role in conducting the weekly assemblies.
- g) Assist in the presentation of Awards at the weekly assemblies.
- h) Membership on the School Parliament.

Election Procedures:

- Each child in Year Five is given the opportunity to run for Sports Captain in November of each year.
- Election of sports captains is dependent on giving a leadership speech.
- Each House is given a list of those running for Sports Captain. They are then asked to vote for their preferred male and female sports captain.
- Votes are counted with the results remaining confidential.
- These are taken to the staff for consideration and consultation. From this meeting, six Sports Captains are chosen for the subsequent year.

Initiation:

- The Principal announces the new Sports Captains at the morning assembly.
- The new Sports Captains are initiated at the Beginning Year Mass, where they are presented with their badges by the Sports Coordinator and Principal. The Sports Captains' parents are invited to attend the Mass to be part of the ceremony.

Meetings:

- Sports Captains assist the teachers to conduct their House meeting before each carnival.
- Sports Captains lead the students in their House in practicing their chants.
- Sports Captains will meet with the Sports Coordinator to discuss their role in major whole school sports

events.

Contractual Agreement:

In the event of misrepresentation or inappropriate behaviour by a Sports Captain, the Principal or Assistant Principal has the right to ask the student to step down from their role for a minimum period of one month and inform their parents of this decision.

School Parliament

Parliamentary Guidelines

Parliament meets weekly (See attached Parliamentary procedures, Parliamentary roles & expectations)

1. Classroom representatives (two per Stage) are invited to attend and contribute to Parliamentary discussion. Matters of classroom concern must be raised at this time.
2. Parliamentary procedure allows for discussion and decision making concerning matters relevant to the general school.
3. Decision making may entail conferring with Principal/Staff, before final decisions are reached.
4. Students are known as “The Honourable Member for (Surname) and when addressing Parliament preface their statement with “Ministers and Honourable Members”.
5. Nobody is allowed to speak unless the speaker has called on them.
6. The person who is speaking must stand up and only the person standing speaks.
7. Members who talk or disrupt the Parliament will be named by the speaker who says “I name the member for....” And uses their surname, or “I name the minister (shadow) for....” And uses the job they do.
8. If a member of the Parliament is named the clerk will write his / her name in the book.
9. If a member is named three times the speaker will call on the Sergeant of Arms to remove that person from the parliament and he/she will walk them out of the room.
10. When proposals are voted on the clerk has to write down exactly what the proposal is whether it is won or lost.
11. Voting: After debate, voting is conducted using a simple method of choosing “Aye” or “No”. If the result is doubtful, the Prime Minister counts votes.
12. If a vote goes to a show of hands the clerk has to count the votes and record the results.
13. Endorsing: At the appropriate moments, students are able to endorse a comment by saying “Here Here”.
14. If any speaker is genuinely unable to be heard, Members may interject, “inaudible”.
15. The Secretary, with assistance of committee members, selects important items of general interest from the minutes and organises these for distribution to classes.
16. The Communication Minister is responsible for reporting to assembly and through the school newsletter about Parliamentary sessions.

Reflective Materials

- St Patrick’s Behaviour Management Policy 2016
- Parent Information Handbook 2016

This policy was last ratified by St. Patrick’s School Board in.... Reviewed in...	November 2008 February 2012 December 2016
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Appendix A

Establishment Procedures

Pledge of Office

I

willingly accept office in the St Patrick's School Student Parliament. I promise to be loyal to the Parliament and my school.

I promise to bring to the attention of Parliament all matters of concern of my fellow students. I promise to carry out my duties to the best of my ability.

My goal is to help make St Patrick's Primary an outstanding school where every student can be happy and successful.

In the course of my duties I will set a good example for other students to follow.

Expectations of All Members of Parliament

All members of St Patrick's Primary School Student Parliament are expected to maintain a high standard of behaviour and citizenship. This should be demonstrated in their daily relationships and interactions with students and staff alike. In this way they will assist in the development of a school community where individuals feel secure, happy and free to strive towards their full potential.

Additionally, all members of St Patrick's Primary School Student Parliament are expected to consistently display positive leadership skills. These qualities include:

- Responsibility
- Reliability
- Consideration
- Courtesy
- Use of initiative
- Loyalty
- Willingness to be involved in all school activities

Prime Ministers that receive a detention referral will have their suitability for the position reviewed by the Principal and may lose their position for a one term period.

Ministers of Parliament and Deputy Prime Ministers who fail to display appropriate behaviour may have their Parliamentary position reviewed by executive staff should they receive two detention referrals in a one week period.

Ministers will report to Parliament each fortnight.

Ministers will undertake specific tasks each week.

Ministers will form a committee to help in fulfilling his/her duties.

All Parliamentary decisions / recommendations must have the approval of the Principal before they are implemented. It is the responsibility of the Prime Minister together with the Minister involved to meet with the Principal to discuss Parliamentary decisions / recommendations. The Ministers will then arrange to meet with the staff member responsible for their portfolio.

Each Minister is responsible for organising appointment times with the Principal or other staff members as appropriate.

PARLIAMENTARY ROLES

<p>Arts eg</p> <ul style="list-style-type: none">● Report to each Parliamentary session● Help organise Talent Quest● Plan and organise<ul style="list-style-type: none">- colouring competitions- art exhibitions- photo competitions- support school events● Encourage students to enter competitions● Help advertise functions through posters and art displays● Liaise with <p>Minister: Shadow Minister:</p>	<p>Cultural Affairs eg</p> <ul style="list-style-type: none">● Report to each Parliamentary session● Promote respect for different cultures● Assist School leaders with cultural Activities eg Harmony Day, National Apology Day, NAIDOC Week● Participate in School Liturgies● Inform School of community cultural events relating to Cultural Affairs <p>Minister: Shadow Minister:</p>
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<p>Community eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Checks information on the Parish Bulletin ● Reads the Nambucca Guardian to inform the school ● Helps organise visits to the Nursing Home ● Organises Senior Citizens morning tea ● Welcomes guests to the school ● Liaises with the Parish Priest and Parish School forum <p>Minister: Shadow Minister:</p>	<p>Defence and Safety/Student Welfare eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Call snap fire drills/lock downs at least once a term ● looks for dangerous things in the playground ● makes sure children are playing safely ● listens to students' concerns ● Advertise Road Safety, Bus Safety, Walk to School ● Liaise with the Principal <p>Minister: Shadow Minister:</p>
<p>Education eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● organises educational displays ● helps with Book Week and Book Fairs ● encourage and support entry into competitions ● displays items of interest ● helps with the selection of resources for Catholic Schools Week ● Assists with National Simultaneous Reading Time ● Helps with World Read Aloud Day, World Poetry Day <p>Minister: Shadow Minister:</p>	<p>Health eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Check the cleanliness of the Area around the canteen and toilets ● supervise lost property ● check that bins are being used correctly and that signs are correct ● make sure students are aware of tidiness around the school ● work with Arts Minister to make posters about personal hygiene -avoid spreading germs ● support SunSmart policy in the school ● promote the correct wearing of sun hats ● Liaise with Canteen manager ● To be part of WH&S (safety) Committee to check the school facilities once a term <p>Minister: Shadow Minister:</p>
<p>Environment eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Form a Green Team ● help keep the playground tidy ● involve students in Clean Up Australia ● Make sure people play in correct areas ● Encourage use of paths ● help with the school garden ● Encourage recycling in correct bins <p>Minister: Shadow Minister:</p>	<p>Media eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● provide information to the newsletter ● bring information to Parliament ● organise school publicity ● produce an in-school newsletter ● take photos of significant events ● Liaise with Reporter and the Speaker <p>Minister: Shadow Minister:</p>
<p>Minister for Sport eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Form and organise a committee ● Report on Sport results eg Zone results, Dio results ● Supervise sport store - keep it tidy, check equipment, ensure gear is returned to the right place ● Check sport store is locked each afternoon ● Organise sports' days/end of term awards ● Liaise with Sport Teacher ● Assist with distribution of sporting equipment for weekly sport, carnivals and at lunchtimes <p>Ministers: Shadow Minister:</p>	<p>Social Affairs eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● Finds out about social events in the community ● helps organise School Disco ● Provides opportunities for students to socialise ● Helps with Buddy classes ● Organise fundraising events ● Liaise with office staff <p>Minister: Shadow Minister:</p>

<p>Social Justice</p> <p>eg</p> <ul style="list-style-type: none"> ● Report to each Parliamentary session ● advertise fundraising events ● Assist Minister of Cultural Affairs ● Promote Caritas ● Promote Making Jesus Real ● Liaise with Leader of School Evangelisation <p>Minister: Shadow Minister:</p>	
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<p>Prime Ministers/School Captains</p> <p>eg</p> <ul style="list-style-type: none"> ● Support Speaker at Parliament ● To support Ministers to fulfil their responsibilities ● Co-ordinate weekly and special assemblies ● Organise assemblies ● Organise class awards for weekly assemblies ● Make speeches, e.g. thanking people, offering gifts, accepting presentations ● Write thank you notes for services rendered to our school / grade ● Represent our school on special occasions ● Welcome special guests first and then pass to relevant members if necessary. 	<p>Deputy Prime Ministers/School Captains</p> <p>eg</p> <ul style="list-style-type: none"> ● To support Prime Ministers ● To act as Prime Minister in their absence
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<p>Speaker of the House</p> <p>eg</p> <ul style="list-style-type: none"> ● To chair Parliamentary sessions ● Conduct voting ● Ensure Sergeant of Arms, Clerk, Treasurer and Ministers follow Parliamentary procedures 	<p>Treasurer</p> <p>eg</p> <ul style="list-style-type: none"> ● Prepare and present a report at each Parliamentary session ● Keep records of Parliamentary money ● Collect all money raised, count it, record amount and then give to School Administration Manager to bank ● Combine with the Minister for Fundraising for fundraising activities ● Form a committee ● Invite School Administration Manager to sit on committee ● Organise, through discussion in Parliament, ways to spend surplus money
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<p>Secretary/Clerk</p> <p>eg</p> <ul style="list-style-type: none"> ● Record minutes of each Parliamentary session ● Present minutes of previous meeting at each Parliamentary session ● Keep all records in the Secretary's book ● Set out all minutes as specified ● Record the opening and closing time of each session ● Read from the General Business the decisions and solutions to the problems or questions raised 	<p>Sergeant of Arms</p> <p>eg</p> <ul style="list-style-type: none"> ● Directs the House to silence when Parliament is ready to begin. ● Directs the House to silence when Parliament is ready to begin. ● Leads Ministers to and from the House. ● Escorts from the House any members who are directed by the Speaker to leave for disciplinary reasons. ● Counts voters who choose to abstain. ● Assists Speaker in identifying names of Members when necessary
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<p>Other students will have the responsibility for Electorates</p> <p>ES1: Stage 1: Stage 2: Stage 3:</p>	
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PARLIAMENTARY PROCEDURE

Entry

Year 6 pupils, teachers and classroom representative assemble, sitting in assigned positions.

Sergeant At Arms says: "All rise for the Honourable Speaker"

Opening

Speaker: I declare this Parliamentary Session open.

PLEASE BE SEATED

Minutes

Prime Minister: Would the Secretary read the Minutes from the previous meeting?

Secretary reads main points discussed in previous Parliamentary sessions.

Speaker: Is there any business arising from these minutes?

At this time, All Honourable Members are free to query the content and accuracy of the minutes.

Ministerial Reports

Speaker: Each Minister will now present his / her Parliamentary Report.

Each Minister is then introduced, according to designated seating.

Is there any business arising from these reports?

Shadow Ministers may stand and be called upon in turn by the Speaker if they wish to discuss any matter arising from the Ministers' reports.

Questions Without Notice

Speaker: Does any Member of Parliament have any questions for a minister?

Classroom Representatives

Speaker: Is there any business from classroom representatives?

Classroom representatives may stand and comment upon matters deemed to be important by their peers. The speaker calls on them in turn.

General Business

Prime Minister: Please stand if you wish to put forward a matter for General Business.

Honourable Members may stand if they have a matter for General Business. As the speaker calls on one member to speak, the others sit down. Discussion usually takes place. After each matter is dealt with, other members with items for General Business stand again. The procedure is repeated until the close of General Business.

Ten minutes prior to the conclusion of the Parliamentary session, General Business must close.

Brief General Business

Prime Minister 2: We will begin Brief General Business. If you have a matter to list for Brief

General Business at the next Parliamentary Session, please stand.

Any members who have an item for Brief General Business (which, because of time, may not have been dealt with in General Business stand simultaneously.)

The Secretary records items, which must be expressed as a word or a phrase, with the Member's name.

Ministerial Tasks

Prime Minister 2: Would each Minister please state a task to be undertaken prior to the next Parliamentary session? Ministers, in turn commit themselves to a task relating to their portfolio, which needs to be attended to.

Ministers will firstly meet with the Principal after Parliament and then be forwarded to the teacher responsible for their area of Ministership.

CLOSE

This session of Parliament is now closed. We will convene again next

at

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SCHOOL PARLIAMENT – SUMMARY GUIDE FOR SPEAKER

Order of business

Sergeant of Arms says

“All rise for the honourable speaker” Students stand until speaker tells them to sit.

Speaker asks members to sit.

1. Ministerial Statements

Speaker asks for any ministerial statements

·Ministers can report on their area of responsibility. Things that have happened since last parliament, especially things that were decided at parliament and have been acted on.

2.Shadow Ministers Comments

Speaker asks for any comments from the shadow ministers.

·Shadow minister compliments ministers on how well things have been done.

3. Questions Without Notice

Speaker asks if anyone has questions of the ministers or shadow ministers.

·Any member of the parliament, including class reps can ask what is happening in any specific area. They must ask questions of the appropriate minister or shadow minister.

4. General Business

Speaker asks if anyone has any matters to propose.

·Start with the ministers and shadow ministers but also take proposals from the floor. Any proposal must be written by the clerk.

·Discussion must take turns of those in favour and those against.

·When discussion is exhausted or the speaker decides it's time, the clerk reads out the proposal and speaker calls for a vote.

·The speaker says “Those in favour say aye”.

·“Those against say nay.” And then declares whether it is won or lost.

·If it is too close to say then a show of hands is taken.