



# Yinnar Primary School

## Student Leadership Handbook

### School Leaders

As the most significant student leaders in the school, School Leaders are expected to be ambassadors who embody our school values. You must be approachable, reliable and trustworthy with high expectations of themselves and others. Our School Leaders are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes for our school.

### House Leaders

The role of a House Leader is to encourage all students to participate in house activities and house events. They are to always set a good example in terms of behaviour and good sportsmanship. House Leaders must always be approachable, reliable and embody our school's values.

## GRACE

### Team

The GRACE Team leads and upholds our five core values within our school and within the community. The selected students will also be the leaders of student voice within our school. Ultimately our GRACE Team will be ambassadors of our core values across our school.

## Junior School Council

As a team, the Junior School Council work together to be the voice of their peers. They model the GRACE values in all that they do and encourage others to do the same. In addition to this they will organise, lead and fund any charity, or school events throughout the year.

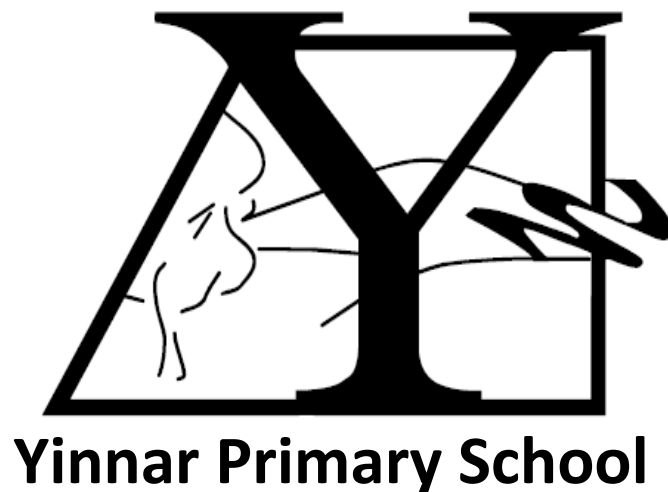
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# Introduction

At Yinnar Primary School all student leadership roles will be advertised and determined at the end of a school year for the following year.

We hope this manual assists students in understanding Yinnar Primary School's student leadership structure. We wish the leaders of the future all the best in their endeavours.



## Statement of Student Leadership at Yinnar Primary School

At Yinnar Primary School we believe students need to be at the centre of their learning and should have true ownership in their school. Students are given opportunities to have input into decisions, voice concerns and make suggestions to improve their school, as well as becoming more aware of the wider community.

Leadership is integral to life-long learning. All students should have the opportunity to demonstrate and develop leadership skills. Student leadership roles include School Captains, House Captains, Junior School Councillors and Grace Team Leaders.

Students who aim to gain a student leadership role need to aspire to demonstrate an understanding and model our GRACE core values in every aspect of school life.

<b>Growth Mindset</b>	Leaders at YPS demonstrate a <b>growth mindset</b> . They show a love of learning, value effort and persist in the face of obstacles. Leaders are be open to challenge and welcome feedback.
<b>Respect</b>	Leaders at YPS show <b>respect</b> in every facet of school life. They respect themselves, others and their school. Leaders think and act in positive ways and show others they care about their feelings and wellbeing.
<b>Aim High</b>	Leaders at YPS <b>aim high</b> and put in their best efforts. Leaders aim towards their highest potential. Leaders strive to master their goals.
<b>Curiosity</b>	Leaders at YPS exhibit <b>curiosity</b> . Leaders strive to know more and learn more, investigate and seek knowledge. Leaders have a desire to inquire.
<b>Enthusiasm</b>	Leaders at YPS demonstrate <b>enthusiasm</b> for their learning. Leaders look for possibilities to learn. Leaders show excitement and energy towards their learning.

# GRACE

## Leadership Attributes

Ideal student representatives have many wonderful qualities – so many that we cannot possibly list them all. They have been grouped into skill sets, some of which contain a mix of skills and other attributes. They are presented here in no particular order – they are all important!

<p><b>Private communication</b> Good leaders are capable of engaging with people at an individual level. They can talk with everyone from Preps to the Principal in a one-on-one situation. They are approachable, personable, good listeners and can communicate effectively to solve problems.</p>	<p><b>Public Communication</b> This is about communicating with a wide range of audiences. Ideal leaders understand the student body as a whole and the diversity within it. They are confident public speakers who can also write newsletter articles and design posters.</p>	<p><b>Organised</b> Being busy people, good leaders are naturally organised. They manage their time well so as to balance meetings and behind-the-scenes work – but still get other commitments completed. They are strong on implementing decisions and actions, and are great at organising events down to the last detail.</p>
<p><b>Passionate</b> Ideal leaders bubble with passion and enthusiasm. Their positive spirit is infectious throughout the entire student body. They have a clear sense of purpose about what it means to represent all students and are great at motivating others to get on with the job.</p>	<p><b>Creative thinkers</b> Good leaders can look at a problem or issue from different perspectives and make ‘out of the box’ suggestions for action. They are also prepared to raise a dissenting point of view so that decisions made are based on a detailed discussion.</p>	<p><b>Committed</b> The best leaders go the distance. They follow their projects through from start to finish, including writing up an evaluation and some handover notes for the next leaders.</p>
<p><b>Team Players</b> Successful leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. They show patience during difficult discussions where there are different viewpoints. They play a unifying role that brings teams to a collective decision.</p>	<p><b>Visionary</b> Great leaders are dreamers and imaginative. They are ambitious about what they can achieve and see the bigger picture. They also see the steps along the way and can map out a plan for how to get there.</p>	<p><b>Advocacy</b> Good leaders are strong advocates. They have a deep concern for representing all students and listen carefully to all concerns. The best leaders are willing to represent all points of view, regardless of their personal convictions.</p>

## High Expectations of our Leaders

Yinnar leaders model high expectations.

<b>We model high expectations when we:</b>	<b>This means we:</b>
Listen attentively	<ul style="list-style-type: none"><li>• Look at people when they speak</li><li>• Are quiet when someone else is speaking</li><li>• Respond when needed</li></ul>
Speak politely and clearly	<ul style="list-style-type: none"><li>• Make sure we can be heard and understood</li><li>• Look at the person we are speaking to</li><li>• Use a pleasant voice</li></ul>
Use good manners	<ul style="list-style-type: none"><li>• Use common courtesies e.g. please, thank you</li><li>• Take turns</li></ul>
Are kind and considerate of others	<ul style="list-style-type: none"><li>• Are friendly</li><li>• Cooperate and help others</li><li>• Look after our own and others' property</li></ul>
Move around the school	<ul style="list-style-type: none"><li>• Think about the personal space of others</li><li>• Look where we are going</li></ul>
Act sensibly	<ul style="list-style-type: none"><li>• Keep hands and feet to ourselves</li><li>• Choose sensible games</li><li>• Wear our hats</li><li>• Come straight to school</li></ul>
Stay in the right place	<ul style="list-style-type: none"><li>• Keep in boundaries</li><li>• Play games appropriate to the playground area we are in</li><li>• Are on time for lines</li><li>• Go directly to and from the classroom</li></ul>
Use equipment safely	<ul style="list-style-type: none"><li>• Carry things in the correct way</li><li>• Use things for their correct purpose</li><li>• Put things away when we are finished</li></ul>
Listen to and follow instructions	<ul style="list-style-type: none"><li>• To make every effort to complete our work on time</li><li>• Do as we are asked</li></ul>
Are prepared for school	<ul style="list-style-type: none"><li>• Bring all necessary things to school</li><li>• Wear school uniform/leadership badge</li></ul>
Cooperate with others	<ul style="list-style-type: none"><li>• Take turns</li><li>• Share equipment and resources</li><li>• Work together</li></ul>
Do our best at all times	<ul style="list-style-type: none"><li>• Always try hard</li><li>• Keep trying even when things are difficult</li><li>• Have a go at everything</li></ul>

## **Speech Guidelines**

Please use these helpful guidelines when planning a speech.

- Keep your speech length between 1 and 3 minutes.
- Include your name and why students should vote for you.
- Include information about involvement in school activities, sporting events, public speaking, prior experience in a leadership position and anything that highlights involvement/commitment to the school/community.
- Indicate what you can offer the school community that is realistic. Outline the types of activities you will participate in or initiate. Do NOT make promises that are not achievable.
- You are not performing for the audience. Your speech should be based on quality **not** showmanship.

## **Leadership Contract**

Students who gain any leadership position will be asked to sign a leadership contract (refer to page 21). The contract outlines the expected behaviour from Yinnar Primary School student leaders. A breach of this contract may lead to leadership responsibilities being revoked.

Must sign a contract. Classroom/outside behaviours

Work ethic in relation to the leadership position held

Work towards all of GRACE

Must live up to the leadership roles and responsibilities

Must be punctual to any relevant commitments

## ELECTION PROCESS - An Overview

- At Yinnar Primary School all student leadership roles will be advertised and then determined at the end of a school year for the following year.
- Term 4 will be the beginning of this process.
- Students begin the process by deciding which roles they would like to apply for. They are encouraged to put some thought into this as they will need to record their preferences on a personal preference list if they are running for more than one leadership role.
- Students are encouraged to go for any positions they are interested in and feel worthy of, **rather than not going for one because they would prefer another.**

Name:	Current Grade:
Leadership Position	Preference
School Leader	
House Leader	1
GRACE Team	3
Junior School Council	2

*The above example is what students will fill out if they are going for more than one leadership role. These slips will be kept during the election process so that if students are successful in more than one position, teachers will be able to determine what the student's first preference is.*

- All leadership roles require a written application. Explicit teaching will be provided during class time and some lunch times for writing the applications.
- From the applications students will be shortlisted.
- Students who are running for the School Leader or House Leader roles will be required to deliver a speech to their peers (School Leader in front of the whole school and House Leader in front of their house members). The audience (grades 2-5) will then vote on whom they believe will be the best leader.
- The preferential voting system is used. Once the votes have been counted students either successful or not, will be notified whether they have progressed to the next stage.
- The leadership roles of the JSC and Grace team are determined by a written application and being shortlisted. Current leaders will decide if there will be an interview process for these positions.
- Students who hold the School Leader roles are the **only** students to hold a dual role and these roles are allocated with the positions. School Leaders will also be on the GRACE team or be part of the Junior School Council team.



### Example timeline for elections (revised each year): Term 4

<b>Week 3</b>	Current leaders complete Self-Evaluation Survey
<b>Week 4</b>	All leadership positions advertised. Current Leaders speak with perspective leaders about roles
<b>Week 4 - 7</b>	Explicit Teaching during class and lunch time sessions ( <i>Week 6</i> ) begins for writing applications
<b>Week 8</b>	<b>All leadership</b> applications due. Shortlisted applicants for School Leaders and House Leaders will be notified for speech preparation.
<b>Week 9</b>	Shortlisted applicants will deliver a speech. Voting will take place after the speeches have been given. ( <i>If decided by current leaders, Interviews for the above positions be held</i> )
<b>Last Week of Term 4</b>	Student leadership assembly. All leadership positions announced for the following year

### Instructions for voting:

#### SCHOOL LEADERS

- After the School Leaders speeches, students will go back to their grade to vote.
- Students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in their order of preference.
- Ballot papers are to be handed back to the classroom teacher who will ensure they get to the person responsible for tallying the votes.

#### HOUSE LEADERS

- House Leaders speeches will take place in house groups.
- After the House Leaders speeches, students remain in their house to vote.
- Students in grades 2-5 will be given a ballot paper that has both the male and female candidates on it.
- Students need to number the candidates in order of preference.
- Ballot papers are to be handed back to the house teachers who will ensure they get to the person responsible for tallying the votes.

## **Role Descriptions and Responsibilities**

### **SCHOOL LEADERS**

#### **Role Statement:**

As the most significant student leaders in the school, School Captains are expected to be ambassadors who embody the school values which are Growth Mindset, Respect, Aim High, Curiosity and Enthusiasm. They must be approachable, reliable and trustworthy with high expectations of themselves and others. The School Captains are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes.

School Captains are chosen from the pool of grade 6 students for the following year. The best candidates for the role will be elected, irrelevant of gender. The number of School Leaders will be dependent on the cohort size.

#### **Eligibility:**

- Must be a Grade 6 student
- Must be an exemplary role model for peers and members of the school community (refer to High Expectations of Leaders)

#### **Responsibilities:**

- Communicate with staff and students
- Be positive role models – presentation, uniform and display behaviour which is representative of the school's values
- Public speaking – school assemblies/year level/other events
- Be active in school community
- Build harmonious relations within the school
- Provide input in school decisions
- Meet with Assistant Principal regularly
- Take a representative role within the school – and outside
- Contribute to the school newsletter
- Partnered with fellow School Leaders, lead and guide the GRACE team
- Organise grades during school photo day
- Implement any new ideas they have to enhance the school
- Represent the school at the ANZAC Day ceremony
- Organise and host the school Anzac Day assembly
- On behalf of the school, welcome and thank any visitors
- Be tour guides – where need be (e. g. prep transition)
- Present speech at Graduation
- Australia Day speech at Yinnar Memorial Park (the following year)

- Willing to use lunchtimes to meet with teachers to discuss ideas and plan for upcoming events
- Willing to go to School Council meetings if required
- Willing to go to meetings and work with the Buildings and Grounds committee on various projects
- Be part of the new School Leadership process for the following year
- To wear School Leader badge
- To complete a school leader self-evaluation survey

#### **Election Process:**

- The position is advertised. Current School Leaders speak to grade 5's about the role
- A role description is provided to students (as above)
- Students must write an application letter
- Applications are shortlisted and students are notified as to whether their application was successful in allowing them to campaign
- Students write a speech to convince peers to vote for them
- Speeches are given by nominees
- Voting by students in grades 2-5
- Votes given to teachers responsible and the positions are shortlisted
- All students notified to find out whether they have been successful or not in proceeding to the next stage.
- The next stage will be determined by the current years leaders.

### **HOUSE LEADERS**

#### **Role Statement:**

The role of a House Leader is to encourage all students to participate in house activities and house events. They are to set a good example. House Leaders must always be approachable, reliable and embody the school's values.

The House Leaders are chosen from the pool of grade 5 and 6 students for that following year.

#### **Eligibility:**

- Grade 5 and 6 students.
- Must be an exemplary role model for peers and members of the school community. Refer to High Expectations of Leaders.

**Responsibilities:**

- Attend meetings
- Encourage house spirit
- Create a chant with fellow house members and support peers during house sports day (athletics)
- Organise the tickets to wear for the two athletics days (3,2,1 cards) – House Sports Day and Yinnar and District Athletics Day
- Brainstorm ideas
- Organise house activity days
- Support other leadership groups if needed
- To wear House Captain badge
- To complete a school leader self- evaluation survey

**Election Process:**

- The position is advertised. Current House Leader speak to the grade 4/5's about the role
- A role description is provided to students (as above)
- Students must write an application letter
- Applications are shortlisted and students are notified as to whether their application was successful in allowing them to campaign
- Students must write a speech to convince peers to vote for them
- Speeches are given by nominees to house groups
- Voting by students in grades 2-5
- Votes given to teachers in charge of individual house colours and the positions are shortlisted
- All students notified as to whether they have been successful or not in proceeding to the next stage.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

**GRACE TEAM:****Role Statement:**

The GRACE Team will lead and uphold our five core values within our school and within the community. The selected students will also be the leaders of student voice within our school. Ultimately, our GRACE Team will be ambassadors of our core values across our school.

The GRACE team is made up of:

- Students from grade 4
- Students from the 5/6 area
- 2 x School Leaders

**Responsibilities:**

- Attend scheduled meetings.
- The GRACE team will establish and grow its student's voice by finding out how the children of Yinnar Primary School understand our core values. It will need to use initiative to plan and implement strategies to enhance its understandings and solve its concerns
- Organise and run NAIDOC day each year
- Ensure Ms Carew's memorial garden is flourishing
- Be willing to learn more about our core values and share that with the rest of the school in a variety of ways
- Promote our values at school and within the community
- Be positive role models – presentation, uniform and display behaviour which is representative of the school's values
- Arrange yard prizes for the GRACE Outdoor awards
- Contribute to the school newsletter
- Be the face of YPS at times by greeting visitors to our school
- To complete a school leader self- evaluation survey

**Eligibility:**

- Students from grades 4, 5 and 6 are eligible to be on the GRACE Team.
- There is no limit to the number of years students can be on the GRACE Team, however they will need to reapply each year.
- Students will model the GRACE values in all that they do and encourage others to do the same.
- Must be an exemplary role model for peers and members of the school community.  
*Refer to High Expectations of Leaders*

**Election Process:**

- The position is advertised. Current GRACE team members speak to the grade 3/4 and 5's
- A job description is provided
- Students must write an application letter
- Application letters shortlisted.
- Application letters shortlisted.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

**JUNIOR SCHOOL COUNCIL****Role Statement:**

As a team, the Junior School Council work together to be the voice of their peers. They will model the GRACE values in all that they do and encourage others to do the same. In addition to this they will organise, lead and fund any charity or school events throughout the year.

The Junior School Council attends regular meetings and reports back to the school at assemblies. It expects all members to come to its meetings and contribute to its cause.

The Junior School Council is made up of:

- Students from grade 4
- Students from the 5/6 area
- 2 x School Leaders

**Eligibility:**

- Students from grades 4, 5 and 6 are eligible to be on JSC
- As of 2015, if you have been on JSC twice you cannot apply for this role again. Twice on the JSC is enough.
- Students will model the GRACE values in all that they do and encourage others to do the same
- Must be an exemplary role model for peers and members of the school community  
*Refer to High Expectations of Leaders*

**Responsibilities:**

- Organise fundraising days/events (e.g. discos, fetes, themes days, etc.) for our school and other charities
- Make improvements to the school – this is often achieved through the above mentioned fundraising activities. The Junior School Council also runs and organises the Easter Fair
- JSC member to attend staff briefings before a major event
- Be available to attend School Council meetings if required
- To wear JSC badge
- To complete a school leader self-evaluation survey

**Election Process:**

- The position is advertised. Current Junior School Councillors speak to the grade 3/4 and 5's about the role
- A job description is provided to students (as above)
- Students must write an application letter
- Application letters shortlisted.
- Successful applicants will be announced at the student leadership assembly along with all other leadership roles.

**BUDDY SYSTEM (Grade 6 students paired with a prep student)**

**Role Statement:** The role of the buddy is to support and assist the prep child transitioning into school life. Buddies will model the GRACE values and the High Expectations of children at Yinnar Primary School.

**Responsibilities:**

- Assist with transition (e.g. show preps where toilets, lines are, show them what to do when the bell goes)
- Eat play lunch and lunch with their buddy at the commencement of the new school year to assist in settling the preps with their new environment.
- Buddy grade activities

## **SENIOR GRADE ROLES AND RESPONSIBILITIES:**

### **Role statement:**

All 5/6 students are role models within our school. They must model GRACE values and high expectations in all that they do. As leaders they will be responsible for a variety of everyday tasks to ensure the school runs efficiently.

### **Responsibilities:**

- Lunch orders
- Bell
- Assembly/scribe/flag
- Bins

## **VOLUNTEER LEADERSHIP ROLES**

There are a number of volunteer roles that the school may seek expressions of interest for.

Possible roles include:

- School Grounds and Sustainability
- Library Monitors

Students from grades 3-6 may be invited to consider these positions at the beginning of each school year depending on the needs of the school at the time.

## **STUDENT LEADERSHIP DAY**

At Yinnar Primary School we believe in providing our students with the best opportunities for successful outcomes. Therefore, all students who gain leadership positions will be involved in an induction process.



## Sample Application Letter

Mrs Hall  
The Principal  
Yinnar Primary School  
30 Main Street, Yinnar  
Victoria, 3869

Amy Dyke  
Grade 5 Student  
Yinnar Primary School  
30 Main Street, Yinnar  
Victoria, 3869

15<sup>th</sup> October 2023

Dear Mrs Hall,

**RE: 2024 School Leader, GRACE team and JSC Application**

My name is Amy Dyke and I am in Grade 5 at Yinnar Primary School. I really enjoy spending time with my friends and family, playing netball, and going for walks with my dog, Maggie. I am incredibly excited about applying for a position on the GRACE, JSC or as a School Leader 2024. I believe that my leadership skills, dedication, and vision for our school makes me a great candidate for a YPS School Leader.

Over the past year, I have had the privilege of learning about the importance of dedication and responsibility through various experiences, including my role as a YPS House Captain, and my position within the Scouts. My time in both roles has taught me about teamwork and the need to overcome challenges together. I have learnt about the power of maintaining a Growth Mindset, and the importance of creative thinking when collaborating with my peers. Through my experiences, I fully understand the respect required when building a strong team, with a shared vision and values.

I believe strong communication is an important skill that all leaders should have. As an active listener, I've been able to engage with my peers effectively, ensuring their ideas and concerns are heard and respected. Additionally, I've been an advocate for my peers, both in the classroom and in the community, using my confidence to communicate with teachers, students, and people outside of school. I am committed to further strengthening my abilities by setting a goal to develop my public speaking skills. This will allow me to be more confident when addressing larger groups, in an engaging manner. I believe these skills are a key element in building positive relationships and promoting collaboration at Yinnar Primary School.

As a potential School Leader, I wish to gain skills and learn from my time in this role. I aim to develop trust with my peers, encouraging collaboration that allows everyone's voices to be heard. I want to inspire a culture of creativity, where curiosity, enthusiasm, and the joy of learning are celebrated. My ultimate goal is to model high expectations that encourages those around me to reach their fullest potential. By striving for these things, I hope to contribute to a learning community that thrives together.

Thank you for taking the time out of your busy schedule to read my application. I would genuinely consider it a privilege to part of the Yinnar Primary School Student Leadership team. I am dedicated to upholding the high expectations and reputations held by past leaders at our wonderful school. I look forward to hearing back from you in the near future.

Yours sincerely,

Amy Dyke

## Example: Using an MPO to Plan Your Application Letter



### Multiple-Paragraph Outline (5 Paragraphs)

Name: Amy Dyke Date: 12/10/2023

Topic: YPS School Leader application

Thesis Statement: I believe that my leadership skills, dedication, and vision for our school make me a great candidate for a YPS School Leader.

Main Idea	Details
¶ 1 Introduction	
¶ 2 previous experiences	<ul style="list-style-type: none"> <li>- 2023 house captain/ responsibilities &amp; dedication</li> <li>- team work/ collaboration/ respect</li> <li>- Scouts= team efficacy</li> <li>- team challenges= Growth Mindset/ creative thinking</li> </ul>
¶ 3 communication skills	<ul style="list-style-type: none"> <li>- active listener</li> <li>- advocate for my peers</li> <li>- confident talking to teachers/ students/ member of the community</li> <li>- goal to develop public speaking</li> </ul>
¶ 4 future aspirations as a leader	<ul style="list-style-type: none"> <li>- develop trust with peers</li> <li>- be advocate for others ideas</li> <li>- spark curiosity/ enthusiasm/ joy for learning</li> <li>- model high expectations</li> </ul>
¶ 5 Conclusion	

## Blank MPO to Plan Your Application Letter



### Multiple-Paragraph Outline (4 Paragraphs)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Thesis Statement: \_\_\_\_\_

Main Idea	Details
<b>¶ 1</b> Introduction	
<b>¶ 2</b>	
<b>¶ 3</b>	
<b>¶ 4</b> Conclusion	



Yinnar Primary School

## School Leader Contract

School leaders will need to sign this contract, which is then kept in the office. A breach of this contract may lead to your school leadership responsibilities being revoked.

### Code of Conduct for Yinnar Primary School

I accept my badge as a leader at Yinnar Primary School for next year. I agree to carry out the following duties and responsibilities to the best of my ability:

- Model the GRACE values and high expectations of children at Yinnar primary School
- Maintain a high standard of behaviour and conduct
- Wear my leadership badge with pride
- Follow the school rules
- Take an active part in school events, including helping and organising
- Act with fairness and equity when representing and supporting the school community
- Take an active part in all school activities, leading by example
- Assist visitors to the school at all times by being friendly and courteous
- Be prompt for my duties

**It is expected that all students who hold a leadership role will always represent Yinnar Primary School as ambassadors.**

I, \_\_\_\_\_ have read and understood my leadership Code of Conduct and I agree to carry it out to the best of my abilities.

\_\_\_\_\_  
Signed:

Leadership Position: \_\_\_\_\_

\_\_\_\_\_  
Principal:

\_\_\_\_\_  
Parent:

## School Leader Self-Evaluation Survey

To be completed at the end of the year.

1. What did you find most satisfying about/while working as a leader this year?

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2. Was there anything you found difficult or didn't enjoy?

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3. Please rate your leadership and communication skills:

	1	2	3	4	5
<i>I rate my leadership skills as</i>					
<i>I rate my communication skills as</i>					

4. Did being a leader help you to improve or develop in some way?

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5. Are there any areas in which you feel the role of leader could be improved next year?

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Thank you. Please hand this survey back to the Principal.