Wodonga Primary School
Student Leadership

2023 Process of Application and Appointment

Wodonga Primary School Student Leadership

At Wodonga Primary School, Year 5 and 6 students are encouraged to develop their leadership skills, confidence, and engagement in the school community through our leadership opportunities.

Each year, various roles are made available for our students to take on the responsibilities of leadership at WPS.

Rationale

At Wodonga Primary we value the development of leadership skills. We value student voice and agency and encourage our students to take an active role in their learning and in the governance of WPS.

The opportunities to act as leaders in the school support the development of positive behaviours, a positive climate for learning and encourage our senior students to model the school's Vision Principles of Community, Culture, Collaboration, Challenge and Curiosity. Our leaders act as role models; consistently following the school's KIND-ER rules.

Roles

Our leadership opportunities include:

- Student Leaders (Year 5 & 6 in *2023*)
- Foundation Buddies (Year 6 in *2023*)
- Friends of the Library (Year 5 & 6 in *2023*)
- FROGS helpers (Year 5 & 6 in *2023*)
- Slow Food Mentors (Year 6 in *2023*) ** Selection process at the beginning of 2023
- Foundation Computer Lab Mentors (Year 4 in 2023) ** Selection process at the end of Term 4 2022

<u>Goals</u>

Leadership at Wodonga Primary School aims to:

➢ Encourage student leaders to model responsible behaviours in accordance with the KIND-ER rules to support our positive school culture
➢ Develop student leadership capacity in a supportive school environment
➢ Encourage all students to act in accordance with the school's Vision Principles of Community, Culture, Collaboration, Challenge and Curiosity
➢ Build student resilience when participating in the selection process
➢ Create a culture of student agency where student voice is valued and has a positive impact on the WPS community

Student Leadership in all year levels of the school is fostered through:

▪ Regular class discussions and presentations
▪ Active student participation in the curriculum – student voice and agency
▪ Shared assembly preparation, hosting, and presentation
▪ Voluntary participation in student action groups
▪ Student forums for specific events
▪ Classroom responsibilities
▪ Peer Mediation

Guidelines

Student leaders are expected to be a role model for other students and must demonstrate our expected behaviours as they undertake their roles.

The number of student leadership opportunities offered annually will be decided by the school's Principal and Assistant Principals.

The number of positions and the roles and responsibilities of the positions will be communicated to students in advance to assist them in their application preparation.

Roles offered in 2023 are:

- Student Leaders (20)
- Foundation Buddies (36)
- Friends of the Library (10)
- FROGS Helpers (10)
- Foundation Computer Lab Mentors (4 per class)
- Slow Food Mentors (number to be determined in 2023)

Role Descriptions and Responsibilities

Student Leaders
- Host whole school assemblies on Monday mornings
- Leadership meetings
- Manage and participate in student action groups one break time per week
- Classroom visits/student forums if needed
- Organise and run school fundraising activities
- Host assemblies for special events
- Peer Mediation one break time per week in pairs
- Support the running of F-2 Tabloid Sports day
- Represent the student body on School Council (2 students)
- Represent the school at community events
- Teach the Teacher – Federation student voice initiative (to be confirmed)

Foundation Buddies
- Guide pre-Foundation students and families around the school on transition days
- Participate in transition day activities supporting safety and wellbeing of pre-Foundation students
- Participate in any other activities to support the Assistant Principal, Foundation students and their families with the transition process
- Support Foundation students beginning their first day at school
- Eat with and support outside play of Foundation students in Term 1
- Support Foundation students' attendance at Whole School Assemblies in Term 1

Friends of the Library
- One lunchtime duty per week in pairs
- Returning books to shelves
- Assisting with student borrowing
- Creating displays for special events or seasons
- Promoting Library events including making announcements at Whole School Assemblies

FROGS Helpers
- One break time per week in pairs
- Feeding and providing clean water for animals
- Cleaning enclosures
- Supporting younger students to hold and interact with animals safely
- Helping the teacher on duty at break times to ensure appropriate behaviours and safety of the animals, including returning animals to enclosures at the end of the break

Slow Food Mentors
- Support Year 3 students in the kitchen to ensure
  - Safe food handling
  - Safe use of kitchen equipment
  - Appropriate behaviours in the kitchen including clean up
- Model use of kitchen equipment
- Support Year 3 students to read and follow a recipe
- Model table etiquette

Foundation Computer Lab Mentors
- One lesson every fortnight – Term 1 and Term 3
- In Term 1, Mentors will assist Foundation students with
  - Entering the password into the laptop
  - Using the mouse to click on programs
  - Opening and closing programs
- In Term 3, Mentors will assist Foundation students with
  - Creating a poster in the program Word
    - Changing fonts; typing; inserting pictures and borders
  - Opening and saving documents
- Mentors will assist Computer Lab teachers with
  - Computer maintenance
  - Upkeep of equipment such as headphones and mouses

Selection Processes

- ➢ Students will be chosen for leadership positions in Term 4 of the year prior (Term 4 2022 for 2023 positions) by application and interview **
- ➢ A single process will be used to allow students to choose the leadership position they wish to apply for
- ➢ Students may be offered a second-choice position if they are unsuccessful in gaining their preferred role however preference will be given to those students for whom the role is a first preference
- ➢ All student leaders are expected to be a role model for positive behaviours and the school values. Students' behaviour in the year leading up to leadership applications will be considered as part of the selection process

** Except for Slow Food Mentors and Foundation Computer Lab mentors, who will be selected later through written application and teacher selection.

The processes for selection to a leadership role, is as follows:

Student Leaders

1. Students in Years 4 & 5 fill in the leadership nomination form (*page 13*) identifying that they wish to apply to be a Student Leader.
2. Candidates prepare and present a speech to a panel consisting of the Principal, the Student Leadership Coordinator and 2 current Year 6 leaders.
3. The panel selects the 20 Student Leaders.
4. These leaders work closely with the Student Leadership Coordinator.

Foundation Buddies

1. Students in Year 5 fill in the leadership nomination form (*page 13*), identifying that they wish to apply to be a Foundation Buddy.
2. Candidates prepare and present a speech to a panel consisting of the Principal, the Assistant Principal responsible for Foundation transition, the Student Leadership Coordinator and 2 current Year 6 leaders.
3. The panel selects the 36 Foundation Buddies.
4. Training occurs early in Term 4 and Buddies participate in transition days in mid to late Term 4.
5. These leaders work closely with the Assistant Principal responsible for Foundation transition and the Foundation teachers.

Friends of the Library

1. Students in Years 4 & 5 fill in the leadership nomination form (*page 13*), identifying that they wish to apply to be a Friend of the Library.
2. Candidates prepare and present a speech to a panel consisting of the Librarian, the Student Leadership Coordinator, and 2 current Year 6 leaders.
3. The panel selects the 10 Friends of the Library.
4. Training by the librarians occurs at the start of the year.

FROGS Helpers

1. Students in Years 4 & 5 fill in the leadership nomination form (*page 13*), identifying that they wish to apply to be a FROGS Helper.
2. Candidates prepare and present a speech to for the Assistant Principal responsible for the FROGS program.
3. The Assistant Principal selects the 10 FROGS Helpers.

Foundation Computer Lab Mentors

1. Students in Year 3 complete and submit the application form (*page 14*) by the end of Week 7 of Term 4 2022.
2. Successful applicants will be notified in Week 11 of Term 4 2022.
3. Training will be held in the first week students are at school (Week 2) in Term 1 2023.
4. Mentors will be required in the Computer Lab in Term 1 (initial lessons) and Term 3 (Write Wodonga). This will be for one lesson each fortnight.

Slow Food Mentors

1. Slow Food mentors will be selected in 2023 by Year 6 teachers.
2. The required number of mentors will be selected from students who express an interest in the role and complete the application form (*page 15*).
3. The number of mentors will be determined by the slow food program coordinator at the start of 2023.

Conditions

Student Leaders serve for one year only. Year 5's Student Leaders are not eligible to apply for that role in Year 6 however they may apply for other leadership roles outlined in this document.

Students may apply for and hold more than one leadership role in the same year. However, preference will be given to students not already selected for another role.

Students commit to fulfilling the role for the entire term of the role.

A student who does not demonstrate the expected positive behaviours or meet the requirements of their role, may be removed from the leadership position. The code of conduct outlines the process to be followed in these circumstances.

Timeline for 2023 positions

Term / Year	Week	Action	Resources
Term 4 2022	2-3	Students nominate for positions: Student Leader, Foundation Buddy, Friend of the Library, FROGS Helper	Leadership nomination form - page 13
Term 4 2022	2-4	Candidates prepare a speech detailing their reasons for applying and their suitability for the role	
Term 4 2022	5 Tues 1st Nov	Candidates present speeches to the panel All applications considered and students selected for roles	
Term 4 2022	5	Students notified of successful candidates	
Term 4 2022	6	Foundation Buddy training	Buddy lanyards and information sheets
Term 4 2022	7,8,9,10	Foundation Buddies support transition days	
Term 4 2023	7	Foundation Computer Lab Mentors applications completed	
Term 4 2023	11	Foundation Computer Lab Mentors selection completed	Application form - page 14
Term 1 2023	2	Foundation Computer Lab Mentors training	
Term 1 2023	TBD	Friends of the Library training	
Term 1 2023	TBD	FROGS Helpers handover and training	
Term 1 2023	TBD	Student Leaders Peer Mediation training	Peer Mediation Booklet
2023	TBD	Slow Food Mentors selection and training	Application form - page 15

Selection Criteria to address in application speeches

Student Leaders
- Your interests, strengths and goals for the year
- When you have displayed great teamwork
- How you demonstrate and model the KIND-ER rules
- How you demonstrate organisational skills
- What characteristics you have that would make you a good student leader and a voice for the all the students in the school
- Any ideas you may already have about what you would like to achieve for Wodonga Primary as a Student Leader

Foundation Buddies
- Your interests, strengths and goals for the year
- How you demonstrate and model the KIND-ER rules
- When you have displayed great teamwork
- How you demonstrate organisational skills
- What characteristics you have that would make you a good Foundation Buddy, supporting our youngest students to have a safe and enjoyable transition to school

Friends of the Library
- Your interests, strengths and how you see yourself as a reader
- How you demonstrate and model the KIND-ER rules
- When you have displayed great teamwork
- When you have demonstrated reliability in meeting your commitments
- Your knowledge of the library including the rules of the library
- How you demonstrate organisational skills
- Ideas you have for making the library a great place for all students

FROGS Helpers
- Your interests and strengths in relation to the FROGS program – care of animals, feeding animals, gardening
- How you demonstrate the KIND-ER rules
- How you demonstrate organisational skills

Students can ask their teachers to assist them in preparing their application. They are encouraged to talk to their parents and ask questions of students who have previously held those roles.

If applying for more than one position, students should indicate their preferences on the application form and prepare their application with a focus on their first choice. Students are **only** required to **prepare one application speech**, even if applying for multiple leadership roles.

Student Leadership Code of Conduct

Students in leadership positions are expected to be role models for all the students in the school. They must uphold our school values and demonstrate behaviours in accordance with the KIND-ER rules.

Students in leadership positions must meet the expectations of their role, fulfilling the duties and obligation of the role.

Students understand that accepting appointment to a leadership role entails responsibilities and requires a commitment to fulfill the role for the entire term of the role.

- If a student in a leadership role is found to have seriously breached the KIND-ER rules – resulting in 2 Purple cards; the student's leadership role will be suspended for a period of 2 weeks and then reviewed.
- If further serious breaches occur; the student's leadership role will be suspended for the remainder of the term.
- Any additional breaches of the KIND-ER rules may result in the student's leadership role being terminated.

- If a student fails to carry out the obligations of their role, they will receive a warning.
- Further failure to carry out the obligations of the role will result in suspension and then termination of the leadership position.

- A student will have the opportunity to discuss and appeal any potential suspensions or the termination of their role, with the Principal and/or the supervising Assistant Principal / Student Leadership Coordinator.

Student Leadership Nomination Form 2023

Name:_____

Current Class: _____

Year Level in 2023
Year 5 ◯
Year 6 ◯

Leadership positions
Number the boxes in order of your preference.
Leave boxes blank if you do not wish to be considered, or are not eligible to be considered, for a role.

Student Leader	Foundation Buddy	Friend of the Library	FROGS Helper
☐	☐	☐	☐
Years 5 & 6 *in 2023*	Year 6 only *in 2023*	Year 5 & 6 *in 2023*	Year 5 & 6 *in 2023*

Foundation Computer Lab Mentor Application Form 2023

Name:_____

Class: _____

Complete the following information about you.

How have you demonstrated being a good role model to younger students?

_____

_____

_____

_____

_____

_____

_____

Choose one of the KIND rules and tell us how you have followed the rule at school this year.

_____

_____

_____

_____

_____

_____

_____

Slow Food Mentor Application Form 2023

Name:_____

Class: _____

Complete the following statements with information about you.

I wish to be a Slow Food Mentor because

_____

_____

_____

_____

My skills and experience in the kitchen:

_____

_____

_____

_____

Choose one of the KIND rules and tell us how you have followed the rule at school this year.

_____

_____

_____

_____

How have you demonstrated being a good role model to younger students?

_____

_____

_____

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