



Edge Hill

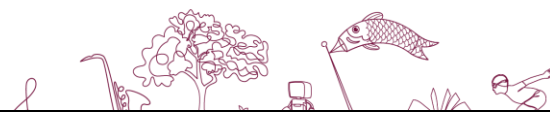
STATE SCHOOL
Honour and Labour

SCHOOL LEADERS HANDBOOK



2025





CONTENTS

2 Student Leaders
Qualities and Values

3 Student Leadership
Team
School Leader
Process

4 School Captains
Language Captains

5 Music Captains
House Captains

6 Student Councillors

7/8 Timeline for process

9 Leadership Qualities
Checklist

10-14 Applications

15 Teacher Scoring

16 School Leaders
Contract

17 Ballot Paper

18 The Pledge

19 Leader Action Plan
Template

Student Leaders

Edge Hill State School aims to develop school opportunities that will enable students to develop and demonstrate their leadership skills.

Children in their final years at Edge Hill will be given opportunities to demonstrate responsibility and leadership at varying levels - school, specialist and classroom

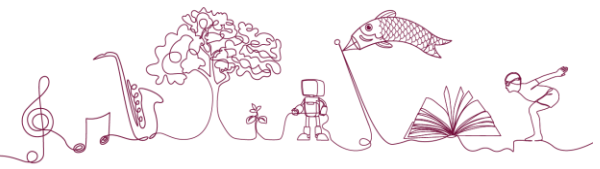
Qualities of a Student Leader

Following the school rules of Being Safe, Being Respectful and Being a Learner

- *Consistently following the school's uniform expectations*
- *Maintaining an excellent attendance record*
- *Being punctual for my duties and fulfilling my roles and responsibilities*
- *Maintaining an excellent behaviour record*
- *Demonstrating a positive and enthusiastic attitude*
- *Encouraging and motivating all students to do their very best*
- *Being cooperative, helpful, well-mannered, and trustworthy*
- *Being respectful towards adults, students, and the school environment*
- *Adhering to the school's leadership values: Serve together, respect Individuals and volunteer Enthusiastically*
- *Being willing to take on extra responsibility when required*
- *Being a positive ambassador for the school*

Values of a Student Leader -Taken from our EHSS school values.

1. **Responsibility:** Leaders take ownership of their actions and decisions, leading by example to foster a sense of accountability and maturity among their peers.
2. **Personal Dignity, Self-Worth, and Awareness:** Leaders build a foundation of self-respect and awareness. Leaders aspire to inspire their fellow students to recognize their individual value and potential, promoting a culture of mutual respect and support.
3. **Initiative and Risk-Taking in Learning:** Leaders encourage their fellow students to take initiative in their learning, creating an atmosphere to embrace challenges.
4. **Interdependence, Cooperation, Care, and Tolerance:** Leaders are dedicated to promoting a sense of togetherness within our school community.
5. **Honesty and Happiness:** Leaders are committed to upholding the values of honesty and happiness, ensuring that our school remains a joyful and honest space where everyone can thrive.
6. **Life-long Commitment to Learning:** Leaders aim to inspire their peers to develop a passion for learning that extends far beyond our time at Edge Hill State School.
7. **Diversity:** Leaders work towards creating an inclusive environment where every student's unique background and perspective are not only acknowledged but cherished.



Student Leadership Team

- **2-4 School Leaders** (YEAR 6 girls and boys – not necessarily an equal split)
- **3-4 Language Captains** (YEAR 6 -native and non native speakers)
- **3-5 Music Captains** (YEAR 6 -Choir, Concert Band and Strings Orchestra)
- **3-4 PE/House Captains** (YEAR 6 - from each house – Green, Red, Blue, Purple)
- **2 Student Councillors** (YEAR 4-6, two from each class, one from each year 6 class)

On rare occasions students are appointed Vice Captain positions.

School Leaders Process

These leaders are determined through a selection process.

(Year 5) Term 3 – Preparation - class teachers to discuss leadership positions and what the school is looking for. Display Leadership qualities sheet, application forms and leadership contract.

(Year 5) Term 4

1. Students identify if they want to run for a leadership position, if so what position? - Students may apply for multiple positions but if successful will only receive ONE position. (pages 4-6 for responsibilities of each captain)
2. Student takes a Leadership Capabilities checklist to their class teacher to confirm eligibility (page 9)
3. Student writes an application on why they would be a suitable leader for that position (pages 10-14 for specific applications)
4. Take the application to the appropriate specialist teacher for endorsement and signing
5. Submit both the capabilities checklist and application to their class teacher for scoring process.
6. Shortlisted School Captain candidates will be advised of next steps
 - short speech to deliver on leaders parade (parents welcome to attend)
 - students vote
 - candidates advised after counting is complete and verified
7. Specialist Captains advised by due date.
8. Student Councillors decided after all other positions decided. (Year 6)

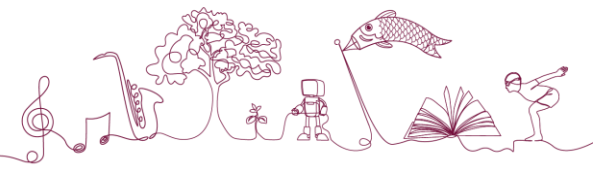
School Leaders contribute to the overall well-being of the school and develop their own character and leadership skills. They will develop an action plan and implement these actions throughout the year.

All Leaders will sign a contract promising to adhere to the guidelines of being a student leader.



Edge Hill
STATE SCHOOL

Honour and Faith
SCHOOL CAPTAIN



A **SCHOOL CAPTAIN** is someone who

- displays overall consistent responsible behaviour.
- has an appropriate grade (A or B) for effort/behaviour in all subject areas.
- has an outstanding attitude towards school and learning.
- can be trusted to model appropriate behaviour to others at all times.
- participates in all activities at classroom and school level.
- is confident to speak publicly in front of an audience.
- is achieving milestones and working towards their Gold Award in the Awards of Excellence Program.
- Consistently follows all PBL focuses
- Maintains above 85% attendance at school

RESPONSIBILITIES may include but are not limited to:

- Welcoming new students, parents, visitors to the school.
- Hosting year 5/6 school parade with guidance from DP, give reports and feedback.
- Promoting school rules and uniform by example.
- Organising student councillor meetings and agenda with assistance.
- Volunteering lunch/spare time to assist in extracurricular activities (sports days, carnivals).
- Assisting in the organisation of fundraising events (the Great Family Breakfast, Discos, Mother's Day and Father's Day stall, book fair, Under 8s day).
- Organising and assisting fundraising events for the community.
- Organising school leader parade for following year.
- Assisting in Prep Induction Day and events for parents and community.
- Hosting special parades.

LANGUAGE CAPTAIN

A **LANGUAGE CAPTAIN** is someone who

- displays overall consistent responsible behaviour in all aspects of school life.
- has an appropriate grade (A or B) for effort/behaviour in language lessons.
- has an outstanding attitude towards languages.
- can be trusted to model appropriate behaviour to others.
- is confident to speak publicly in front of an audience if needed.
- seeks out opportunities to practise Japanese/other languages.
- displays genuine interest in learning about other cultures.
- Consistently follows all PBL focuses
- Maintains above 85% attendance at school

RESPONSIBILITIES may include but are not limited to:

- Welcoming visiting international students, teachers, visitors to the school if necessary.
- Participating in all LANGUAGE activities .
- Assisting the LANGUAGE teacher in organising the visiting school.
- Volunteering lunch times to assist LANGUAGE teacher in organising and running different language activities (e.g. origami, traditional games etc.).
- Assisting Language teacher and EHSS students to greet visiting international students and arrange alternate buddies if necessary.
- Assisting in the organisation of fundraising events (the Great Family Breakfast, Discos, Mother's Day and Father's Day stall, book fair, Under 8s day, etc).
- Organising and assisting fundraising events for the community.

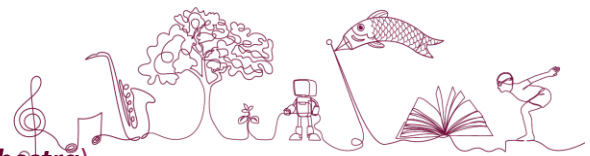


Edge Hill

STATE SCHOOL

MUSIC CAPTAIN

(Choir, Concert Band, String Orchestra)



A **MUSIC CAPTAIN** is someone who

- displays overall consistent responsible behaviour in all aspects of school life.
- has an appropriate grade (A or B) for effort/behaviour in music lessons.
- has an outstanding attitude towards music.
- can be trusted to model appropriate behaviour to others.
- plays an instrument and/or sings in the choir and is committed to extra-curricular music ensembles.
- is confident to speak publicly in front of an audience (parades, performances).
- attends rehearsals every week and encourages other members to be prompt and attend rehearsals.
- Consistently follows all PBL focuses
- Maintains above 85% attendance at school

RESPONSIBILITIES may include but are not limited to:

- Welcoming visiting students, teachers, visitors to the school if necessary.
- Participating in all music activities (inside and outside the school).
- Assisting the music teacher in organising the visiting schools, music programs, music events if needed.
- Volunteering lunch times to assist music teacher in organising and running different music activities (eg choir, eisteddfod, orchestra etc.).
- Representing the choir/band/orchestra at formal/informal occasions/official functions/meetings if required.
- Assisting in organising the choir/band/orchestra for rehearsals or performances (set up – stands, chairs, music if needed).
- Assisting in the organisation of fundraising events (the Great Family Breakfast, Discos, Mother's Day and Father's Day stall, Book Fair, Under 8s day etc.).
- Organising and assisting fundraising events for the community.

PE/HOUSE CAPTAIN

A **PE/HOUSE CAPTAIN** is someone who

- displays overall consistent responsible behaviour in all aspects of school life.
- has an appropriate grade (A or B) for effort/behaviour in PE lessons.
- has an outstanding attitude towards sport.
- can be trusted to model appropriate behaviour to others.
- is confident to speak publicly in front of an audience.
- Consistently follows all PBL focuses
- Maintains above 85% attendance at school

RESPONSIBILITIES may include but are not limited to:

- Participating in all sporting activities (PE lessons, interschool sport, sport carnivals, may be involved in outside sporting clubs).
- Assisting the PE teacher in organising the sports carnival (set up, teams for ball games etc.)
- Coordinating with house teachers and organising house meetings prior to sports carnivals and leading these meetings (war cries etc.).
- Volunteering lunch times to assist PE teacher in organising and running different sporting activities (e.g. extra swimming lessons, hiring of sport equipment, year level competitions etc.).
- Locking (9.15am) and unlocking bike (2.45pm) shed every day.



- Promoting the idea of sport and fitness by participating in and/or organising programs that promote activeness (lunch time games, bike bus).
- Assisting in the organisation of fundraising events (the Great Family Breakfast, Discos, Mother's Day and Father's Day stall, Book Fair, Under 8s day etc.).
- Organising and assisting fundraising events for the community.
- House Captains directly linked to their specific house colour.

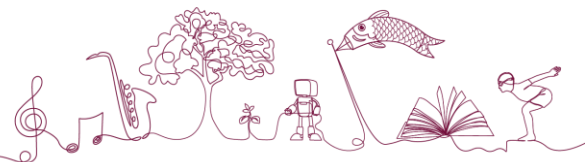
STUDENT COUNCILLOR

A **STUDENT COUNCILLOR** is someone who

- displays overall consistent responsible behaviour in and out of the classroom.
- has an appropriate grade (A or B) for effort/behaviour in all subject areas.
- has an outstanding attitude towards school.
- can be trusted to model appropriate behaviour to others.
- participates in all activities at school and in the classroom.
- Is confident to speak publicly in front of an audience.
- Consistently follows all PBL focuses
- Maintains above 85% attendance at school

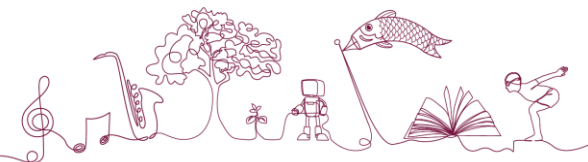
RESPONSIBILITIES may include but are not limited to:

- Regularly attend meetings and put forth ideas to the committee and reporting back to class.
- Volunteering lunch times (playground guardians, random acts of kindness duty)- lower school.
- Hosting visiting international students in the language buddy program in their classroom if needed.
- Welcoming new students into their classroom and taking a leadership role in orientating them to the school and class.
- Volunteering lunch/spare time to assist in extracurricular activities (sports days, swimming carnivals).
- Assisting in the organisation of fundraising events (the Great Family Breakfast, Discos, Mother's Day and Father's Day stall, Book Fair, Under 8s day etc.).



School Captains - To be completed in Year 5

	Deputy/Staff	Who	Year 5 Candidates
Term 3	Class teacher begin to discuss the qualities of leaders and what is required of year 5. Continually reflect on this	Year 5 teachers	
Term 4	Parade—Our leadership journey so far. Monday usual parade	Current Leaders	
Wk 3			
Wk 5	Parade -What it takes to be a good leader	Current school Leaders	Interested students address the criteria and hand back to their class teacher by Monday week 6 – making sure they have included the Leaders capability checklist
	Leaders at EHSS requirements and process	DP- PowerPoint	
	Hand out Leadership capabilities checklist and Selection Criteria to teachers to pass on to interested students.	DP/CT	
Wk 6	Assess selection criteria and award scores to each section.	Staff (Teachers/Deputy/specialists)	
Wk 7	Bring assessment sheets to year level meeting. Shortlist candidates	Staff (Teachers/Deputy/specialists)	
8	Deputy/Principal notify successful/unsuccessful candidates. Deputy to outline the next phase of the process for successful candidates. DP to outline Canvassing expectations in week 9.	DP and CT's– short list at year level meeting.	Candidates begin writing and practising their speeches at home. 1–2-minute speech explaining why they would make a good school leader- they may choose to use their selection criteria.
9	Parade – introduce candidates to the year 4 and 5 during their parades. Candidates can canvas during this week. Notify candidates of the order of speeches.	DP/school leaders - Organise Leader Parade – order of events (PowerPoint template) - Organise candidates into an order for speeches. - Design ballot papers, photocopy, and put into class groups.	- Candidates use this time to canvas at school. - No paraphernalia to be distributed or posted around school– 1 poster per child. - NO distribution of any incentives to students. - Continue to practise speeches at home.
	PAC for Rehearsal Parade Thursday/Friday	Shortlisted students, current leaders, DP	Rehearsal
10	School Leaders Parade – year 4/5 only Monday – morning Parents of candidates welcome to attend.	Leaders/DP/Shortlisted candidates - School leaders host parade. - School leaders introduce each candidate one at a time using power point. - Distribute ballot papers to year 4/5 teachers.	Candidates persuade the audience in on 40sec- 1min speech because they would make a good school leader.
	Deputy/Principal to notify Leaders by Thursday. Deputy- Facebook post	Introduce new leaders to year 4 and 5 classes.	Go to year 4/5 classes to introduce themselves as the new school leaders.
VOTING		- Year 4/5 go back to their own room to vote – current school leaders collect ballot papers and bring them to the office. - Current school Leaders collect votes and return to Deputy for counting. - Deputy to count votes and add to scoring sheet.	



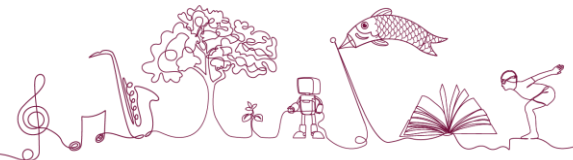
Specialist Captains

To be completed in Year 5

	Deputy/Staff	Who	Year 5 Candidates
Term 3	Class teacher begin to discuss the qualities of leaders and what is required of year 5. Continually reflect on this	Year 5 teachers	
Term 4 Week 7	Parade -What it takes to be a good leader – specialist focus. Leaders at EHSS requirements and process.	Current school Leaders DP- PowerPoint	
	Hand out leadership capabilities checklist and Selection Criteria to teachers to pass on to interested students – return by end of week 7.	DP/CT	Interested students take both leadership capabilities and application. Students write a paragraph. They must take them to the appropriate specialist teacher for endorsement. They also must make sure they have included the Leadership capability checklist before handing it to the teacher.
8	Assess selection criteria and award scores to each section.	Staff (Teachers/Deputy)	
9	Bring assessment sheets to year level meeting – pass onto specialists to grade.	Year 5 teachers	
10	Staff (specialists) to have score sheets to deputy by Monday week 10. Advise successful applicants by Wednesday/Thursday week 10. Facebook post.	Specialists DP/Principal DP	

To be completed in Term 1

	Year 6
Student Councillors	1. Parade for year 4-6 Beginning of the year (Week 1/2) outlining Student Councillor positions, roles, and responsibilities. 2. Candidates give a short speech to their class (Year 6 after all Captains are known). 3. Class members vote (written on paper and kept private). 4. Class teacher collates votes and approves election results. 5. Class teacher announces to class the successful candidates (week 4) 6. Parade (week 5) successful candidates announced.



Leadership Capabilities

*All leadership capabilities must be verified by your classroom teacher.
When capabilities have been verified your classroom teacher needs to sign
your card and you attach it to your application.*

- ☐ *I role model the school's rules.*
- ☐ *I am not easily influenced by peer pressure.*
- ☐ *I am honest and trustworthy in all situations.*
- ☐ *I encourage others to participate and do their best.*
- ☐ *I consistently follow the school's uniform expectations.*
- ☐ *I manage my time well and submit schoolwork on time.*
- ☐ *I am consistently organised and prepared for class.*
- ☐ *I take care of personal and school property.*
- ☐ *I am punctual with responsibilities.*
- ☐ *I display initiative.*
- ☐ *I co-operate with a range of personalities.*
- ☐ *I display resilience.*
- ☐ *I strive to do my best in all that I do.*
- ☐ *I demonstrate good work habits.*
- ☐ *I share ideas and see commitments through to completion.*
- ☐ *I display fairness and sportsmanship.*
- ☐ *I show respect for others, including community members.*
- ☐ *I fairly represent, listen, and consider the wishes of schoolmates.*
- ☐ *I demonstrate leadership by helping others in many areas of the school community.*
- ☐ *I received EX or VG for behaviour on my year 5 report card.*
- ☐ *I am on track to receive my Silver and Gold Awards of Excellence*

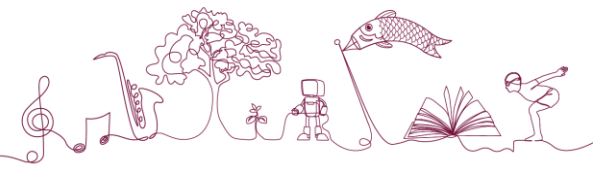
Class Teacher: _____

Leadership Capabilities

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When capabilities have been verified your classroom teacher needs to sign
your card and you attach it to your application.*

- ☐ *I role model the school's rules.*
- ☐ *I am not easily influenced by peer pressure.*
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- ☐ *I demonstrate leadership by helping others in many areas of the school community.*
- ☐ *I received EX or VG for behaviour on my year 5 report card.*
- ☐ *I am on track to receive my Silver and Gold Awards of Excellence*

Class Teacher: _____



School Captain Application

A School Captain at Edge Hill State School is an important and valued position. It is a position of responsibility and trust that requires you to model the expectations of Edge Hill State School or Respectful, Responsible and Safe. A School Captain is someone who strives to participate in all activities both inside and outside the classroom, is willing to give up their time to assist the school community and has an outstanding attitude toward school and school life.

Fill in the following and give to **your teacher** by **MONDAY 10th November– WEEK 6 (sorry, no late applications)** Principals and teachers will then shortlist 10-12 students by Friday 28nd November (week 8) and notify the students.

In week 9, they will have an opportunity to canvas the Edge Hill school community as to why they would make a good leader. Short listed candidates will present a short speech on Monday, 5th December (Week 10) to the year 4/5 cohort explaining why they would make a good School Captain. The year 4 and 5 students will then vote for the students who they identify as meeting the requirements of a School Captain, using a ballot paper.

- ☐ *I have achieved and A or B for effort/behaviour in all subjects*
- ☐ *I am willing to participate in all school opportunities and strive to contribute to all school activities.*
- ☐ *I am willing to volunteer my time to support programs within the school*

Write a paragraph explaining why you would make an excellent School Leader.

Name - _____ Class : _____

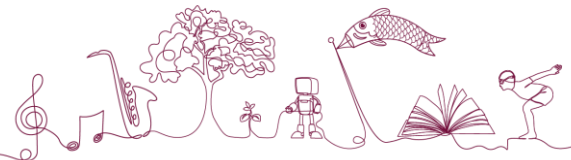
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Japanese Teacher's Signature _____

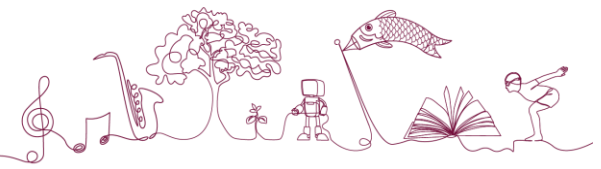


PE Teacher's Signature _____



Specialist Area

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Student Leader's Contract

Congratulations on being elected as a Student Leader at Edge Hill State School. The role of Student Leader is an honour and privilege. You will be required to take on extra duties in addition to your normal studies and extracurricular activities. You are expected to always behave in an exemplary manner, setting the standard for other students in the school: your actions and the way you conduct yourself are very important. You will play an important role in upholding the excellent reputation of Edge Hill State School. At times, you will be required to assist teachers, teacher-aides, other staff, parent volunteers and visitors to our school. You will also be required to treat your fellow students equally and fairly, and as best you can make sure they are cared for and supported.

I make a commitment to uphold the responsibilities of being a Student Leader at Edge Hill State School. I will at all times, both at school and in the community, act as a positive role model to other students and fulfil all requirements in relation to:

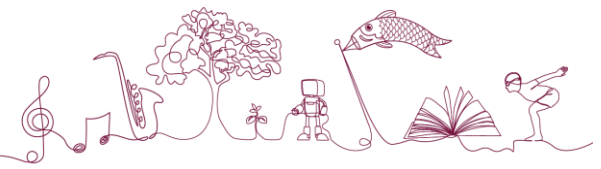
- Following the school rules of Being Safe, Being Respectful and Being a Learner*
- Consistently following the school's uniform expectations*
- Maintaining an excellent attendance record*
- Being punctual for my duties and fulfilling my roles and responsibilities*
- Maintaining an excellent behaviour record*
- Demonstrating a positive and enthusiastic attitude*
- Encouraging and motivating all students to do their very best*
- Being cooperative, helpful, well-mannered and trustworthy*
- Being respectful towards adults, students and the school environment*
- Adhering to the school's leadership values*
- Being willing to take on extra responsibility when required*
- Being a positive ambassador for the school*

I am committed to furthering my development and making a positive impact on the broader school community.

I understand that if I do not adhere to these expectations and/or breach of the School's Student Code of Conduct, I will be removed as a Student Leader for a period of time negotiated with the school's administration. I also understand that if I am suspended or lose my leadership position a second time, I will forfeit the position of Student Leader completely.

Student's NameSignature.....
Parent's NameSignature
Deputy Principal's NameSignature
Principal's NameSignature

[illegible][illegible]



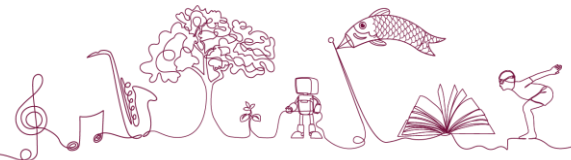
The Pledge

We acknowledge the responsibilities that we take on as part of the School Leadership Team. We will represent our fellow students and strive to be exemplary role models.

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LEADERS ACTION PLAN

<i>PRIORITY</i>	<i>ACTION PLANS</i> <i>Community/School</i>	<i>WHY ARE YOU</i> <i>DOING THIS?</i>	<i>WHO WILL BE</i> <i>INVOLVED</i>	<i>TIME TO</i> <i>APPROX</i> <i>COMPLETE</i>	
					\$
<i>PRIORITY</i>	<i>ACTION PLANS</i> <i>Environmental</i>	<i>WHY ARE YOU DOING THIS?</i>	<i>WHO WILL BE</i> <i>INVOLVED</i>	<i>TIME TO</i> <i>APPROX COMPLETE</i>	



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