



### **STUDENT COUNCILLOR POLICY**

#### **PROFILE**

- Exhibits leadership qualities in class and school.
- Shows initiative.
- Exhibits self-discipline, responsibility for own behaviour, respect for self, peers and teachers.
- Accepts responsibility.
- Communication skills, able to communicate with peers/staff/parents.
- Shows a loyalty for school and its rules, including promoting the school dress code.
- Does not engage in uploading school photos/ comments and negative and illegal internet use at any time.
- Is respected by peers and staff.

#### **COMPOSITION OF THE STUDENT COUNCIL**

The Student Council body will consist of 8 students from Year 6 elected for a semester by their peers and teachers. (Two elections per year) All students who nominate prepare a speech to the staff and voting students, addressing the profile. Voting takes place at the end of the same week. All Student Councillors may elect to retire or re-nominate for the second semester positions. This is in line with democratic voting processes within our country where it is the electors who decide the best candidates to represent them. This also applies to sport Faction and Vice-Captain positions.

#### **RESPONSIBILITIES OF THE STUDENT COUNCIL**

Student Council will adopt and assist in the following responsibilities:

- Assist in assembly organisation/conduct non-parent assemblies and special events/ assemblies.
- Contribute relevant ideas to improving student welfare.
- Act as role models promoting the school ethos and school rules.
- Wear school uniform at all times and wear badges at all times.
- Wear the school hat and fully closed footwear at all times.
- Assist with Admin tasks – eg, distribution of notes and special messages etc.
- Meet with Deputy who acts as staff coordinator and monitors Councillors.

Student Councillors may be suspended on the grounds of unacceptable behaviour. Reinstatement may occur at the discretion of the Principal.

Vacancies which may occur as a result of expulsion or children leaving will be back filled by a Year 6 student already on the nominated list, their teachers and administration staff will appoint an appropriate student.

#### **TIMELINE FOR SCHOOL COUNCIL ELECTION**

Elections will be held towards the end of fourth term for the following year and again at the end of Semester One for councillors to start immediately during Semester Two.

All councillors will be required to sign a contract and agree to abide by the profile under which they were nominated and elected, prior to taking up their positions as student councillors. The contract will be to uphold all the qualities as outlined in the profile.

The new councillors will be announced and formally acknowledged at a whole school assembly. The Principal and/or Deputy Principal or their delegate will perform this ceremony.

## **THE ROLE OF STAFF IN THE SELECTION OF STUDENT COUNCILLORS**

It is acknowledged that as teachers, time needs to be spent prior to nominations being called; going carefully through the profile and discussing the qualities electors need to look for in candidates.

These include:

- Being responsible
- Caring
- Ability to relate well to others
- Respectable and respected by peers and staff
- Cooperative
- Honest
- Well behaved
- Well groomed, wearing school uniform at all times
- Self-confident
- Internet use

All staff are also eligible to cast a vote.

## **DUTY STATEMENT OF STUDENT COUNCILLORS**

### **Assist with PA Messages**

#### **Duties**

- Place flag out before school day begins.
- Follow standard assembly format.
- Help with the formal distribution of merit certificates.
- Take photos of relevant assembly and school events.
- Prepare PA and assembly area for assemblies, liaising with class teachers where appropriate. Preparation needs to be completed before 8.30am.
- Remind teachers to sit merit award winners on the inner aisle.
- Prepare assembly area for rehearsal time as appropriate (arrange a meeting with relevant staff to discuss any particular requirements a few days before an assembly)
- Check with Deputies and assembly class teacher about equipment needed.
- Dismantle equipment, take flag down at the end of each day and put away.
- Present tidy bag award using the PA system approximately every fortnight.
- Organise and read out teacher duty rosters over the school PA.
- Be responsible for organising siren times throughout the school day. Watch needed.
- Be responsible for organising the chess and checkers school areas.
- Prepare if necessary a brief Student Councillors' report on a relevant topic.

### **Conduct student council meetings.**

Meetings may be before school, during morning recess or during lunch. Meet with the Deputy on a needs basis.

### **Greet and welcome visitors to the school**

### **Other duties as negotiated**



## *My Contract as Student Councillor at Carine Primary 2018*

*I will:*

- Be a good role model, show respect and promote excellence in our school*
- Always set a good example for others to follow*
- Always display mature, honest and sensible behaviour*
- Always conduct myself in a polite, fair and well-mannered way*
- Always use internet access legally in and out of school*
- Wear school uniform every day*

*The duties I will partake in will include:*

- Help to plan, organise and conduct whole school assemblies*
- Help to plan, organise and conduct special school events*
- Help with planning and management of special days*
- Help to problem solve and show initiative where necessary*
- Support and help all staff at school*
- Represent Carine Primary School in out of school and inter school events*

*In signing this contract, I am aware of my responsibilities and must comply by the profile under which I was elected and to carry out all the duties of Student Councillor as outlined in the policy at Carine Primary School. I understand that should I fail to perform my duties as required, I will forfeit the privilege of owning this position.*

*Signed: Student ..... Parent ..... Principal .....*

*Deputy Principals .....*