

WAGGA WAGGA PUBLIC SCHOOL

POLICIES

**SCHOOL LEADERS
ASSEMBLIES
PRESENTATION EVENING**

CAPTAIN / SCHOOL LEADER SELECTION CRITERIA

To be eligible to be nominated and / or elected as a School Captain / Vice Captain / Leader students are expected to meet the following criteria: -Set a good example in behaviour. This includes: -

- General behaviour out of the classroom and not having been placed on detention as a repeat offender.
 - Must have attained Level 1 Bronze or better.
 - General behaviour in the classroom. Not behaving in a way which prevents other students from learning and the teacher being able to teach.
 - New students to the school (in past 12 months) will be eligible if found suitable by the class teacher and the principal.
2. Set a good example in work habits. This includes: -
- Giving best effort to all learning activities in the classroom.
 - Completing set work / homework properly and on time.
3. Set a good example in co-operation. This includes: -
- Willingly accepting reasonable tasks without grumbling.
 - Showing good manners when dealing with teachers and other members of staff or visitors to the school.
4. Set a good example by wearing the school uniform regularly. This includes: -
- Showing pride in our school.
 - Treating the school uniform with respect.
5. Set a good example in citizenship and leadership. This includes: -
- Willingness to help others.
 - Willingness to offer help where it is needed to other students / staff.
 - Willingness to take responsibility for particular tasks or activities.
6. Participate in school activities. This includes: -
- Participation in such groups as choir, sporting teams etc. or
 - Involvement in and support for the various student activities conducted throughout the year.
7. Elected leaders will:
- Maintain Level 1 after election.
 - School Leaders earning a red slip will have their parents informed immediately.
 - If 2 red slips are earned, a letter will be sent home to the students parents requesting an interview.
 - A school leader who is involved in incidents that indicate that a level drop should occur will have their behaviour and any incidents investigated by a panel consisting of: the Principal, Class teacher, Student Welfare committee representative, the Student and an advocate.
 - The panel will decide if a level drop should occur and if the student should be replaced as a school leader. Any school leaders being replaced will be done so by the next eligible student from the election result list.

IMPORTANT NOTICE

Year Five Parents

RE: School Leader Nomination for School Leaders and Captains

Dear Parents,

It has been a busy year for your children. They have been involved in many activities and have grown up quite a bit since the beginning of the year.

It is now that time of year when the school community will decide who will represent the school next year as our leaders. Your role to play in this process, we believe, is a very important one.

The children have been discussing, the characteristics of a good leader. We did this so that the children could begin to focus on their own qualities and come to a very important decision. Do I have what it takes to lead my school well?

We would like you to discuss further with your child the importance and hard work involved in this responsibility and also, the rewards and satisfaction they will receive by being a school leader.

After you have spoken together and decided that your child would make a good leader, both child and parent will need to sign the self nomination form sent with this letter. It will not be accepted as a nomination if there is not parent endorsement on the form.

Below is a list of some characteristics of School Leaders:

- Willingness to take on extra responsibilities.
- Willingness to help and respect teachers and pupils of Wagga Wagga Public School.
- Showing pride in school uniform and wearing it daily in a sensible fashion.
- Ability or desire to be involved in public speaking opportunities.
- Playing a part in extra curricular activities such as sports, choir, chess, dance etc.
- Showing a responsible attitude towards all aspects of schooling.
- Being a role model to others at this school.
- Working well during class and completing work on time.
- Maintenance of Level 1.

Thank you for taking the time to be involved in this process. Obviously, it is an extremely important aspect of the voting procedure and we respect your decision.

Yours sincerely
Jim Roworth
Principal
Date.....

School Captain and Leader Process

Self Nomination

- Firstly, a Brainstorming session will be conducted in all Year 5 classrooms with the target being roles and responsibilities of the school leaders before the self nomination process.
- Secondly, students Self Nominate with parent endorsement. Each student will be provided with a proforma which outlines some of the leadership responsibilities, together with a slip for consideration for nomination. It is expected that parents will discuss with their child these responsibilities and their readiness to accept these leadership challenges.
- Thirdly, Year5 vote three boys and girls from the list of self nominated candidates.
- Finally, staff vote for three boys and girls from those which have self nominated.

Merging of Lists from Year 5 and Staff Nominations

- Names will be placed in rank order where students with the most nominations are at the top of the list. There will be a Year 5 list and a staff list.
- A maximum of 16 students taken from the highest number of nominations on the merged list will form the final list for the ballot paper. The names for the ballot paper will be compiled at an Executive meeting with the Year 5 teachers.
- If there are less than 16 names, then those names will be used on the final ballot paper.
- Successful candidates will give their policy speeches to the electorate. (Year 2 -5 and staff)

Vote

- Each of the students' who appear on the final ballot paper will make a speech to the rest of the school at an assembly of all children.
- Voting will be carried out on return to respective classes.
- Staff will also vote with their class.
- Election will be via the first past the post system.
- 1 Boy and 1 Girl captain and 1 Boy and 1 Girl Vice Captain will be taken from the ranked result. The next four students will be elected as school leaders.

STUDENT CAPTAINS AND LEADERS RESPONSIBILITIES

- Anzac ceremonies - town Cenotaph.
- Weekly school assemblies - special assemblies.
- Welcoming guests and guest speakers - vote of thanks.
- Presentation evening.
- Weekly flag raising ceremony - lowering flags at the end of each day.
- Participation in school parliament.
- Executive positions on School Parliament - President, Secretary and Treasurer.
- Kinder Orientation Day - welcoming new parents, directing parents to Orientation areas.
- Newsletter distribution.
- Information monitors.
- Sports shed monitors.
- Giving prac., students tours of school when they first arrive.
- General ambassadorial duties.
- Excellent role models to rest of students.
- Liaison between Students and Principal - Staff members.
- Assisting with charity fundraising.
- Representing School at community functions.
- Distribution of lost property.

ELECTION OF SCHOOL CAPTAINS AND SCHOOL LEADERS

- A. The Student Leaders Group will comprise the following:
- 2 School Captains (1 female and 1 male)
 - 2 School Vice Captains (1 female and 1 male)
 - 4 Student Leaders
- A. The Groups will be presented to fellow students and the community on Presentation Day where they will receive their badges and make a declaration of commitment to the school.
- A. With 2 representatives from each class, the elected student leaders will form the school parliament, meeting on a regular basis.

INDUCTION OF CAPTAINS AND
SCHOOL LEADERS

(To be carried out on Presentation Day)

- Vote of Thanks to the outgoing Captains and School Leaders.
- Each student is presented with a Certificate of Appreciation.
- Call new Captains, Vice Captains and School Leaders to the stage.
- Announce the new Captains and School Leaders in the following order:

School Leaders
Boys Vice Captain
Girls Vice Captain
Boy Captain
Girl Captain

- New Captains and School Leaders repeat the Pledge.

As School Leaders of Wagga Wagga Public School
We promise to support our School
Do our best in work and play
Be helpful and kind to students in need
Willingly offer assistance to members of staff
And be a good example at all times
We realise that in our roles as School Leaders
Friendships may be tested
But we promise our loyalty
Foremost to the School.

Student Nomination Form

Wagga Wagga Public School
“Consideration for School Leaders” Nomination

Name of Student _____

I have discussed with my parents/s or guardians the importance of taking on a leadership role at our school. I feel that I am well suited to the task and would like to be considered for School Leadership Nomination.

Signature of Student _____ Date _____

Signature of Parent _____ Date _____

WAGGA WAGGA PUBLIC
SCHOOL

ASSEMBLIES

POLICY



ASSEMBLIES

A. Morning Assembly

Monday

- 👉 K -6 in the quadrangle (Bell 9.15am)
- 👉 Teachers rostered to lead assembly Monday and Friday
- 👉 Brief messages
- 👉 Most daily information for pupils and staff now disseminated via the 'Day sheet' which is circulated early each day, Monday to Friday
- 👉 Flag raising ceremony conducted by Captains and School Leaders. Australian and Aboriginal flags raised together.
Children say " I am loyal to my school, I love my country and I respect the flag".

Friday

- 👉 K -6 in the quadrangle (Bell 9.15am)
- 👉 Brief messages
- 👉 Playground behaviour draw - winner receives \$1 open order at the Canteen

B) Weekly K - 2 Assembly

- 👉 Chaired by two members of the class that is rostered on for that week.
- 👉 Sing " Good Morning " song
- 👉 Birthday card presentation - sing " Happy Birthday" song
- 👉 Awarding of five merit cards per class:
 - a) Good Behaviour Certificate
 - b) Artist of the Week
 - c) Bookwork
 - d) Plus two more at Teachers' discretion (Sing Bravo)
- 👉 Rostered class item
- 👉 Song taught to the classes
- 👉 Teachers messages
- 👉 Playground behaviour draw / Home reading draw (Each week worth \$1 voucher at the canteen)
- 👉 " Winnie Award for the Week " (Tidiness outside rooms)
- 👉 Sing "School Song" and "National Anthem"

C) **Weekly 3 -6 Assembly**

- 👉 Assembly is chaired by a roster of School Captains / School Leaders
- 👉 Assembly begins with the children standing and saying the School Pledge
As a student of Wagga Wagga Public School
I will do my best at all times
To be loyal to my school
And keep its good name in the community
To make our school a happy place
For all of us
I will do my very best to be friendly
Patient and understanding
With my fellows students
And always look for ways
To improve our school.
- 👉 Principal to give his report
- 👉 Guest Speaker (when available)
- 👉 Children's Sport report
- 👉 Other announcements by teachers
- 👉 Presentation of Merit Cards (Maximum of 3 per class)
- 👉 Rostered class presentation of item
- 👉 Library Award (banner) presented by Librarian
- 👉 Children stand to sing the National Anthem

D) **Full School Assemblies**

- 👉 Weeks 5 and 10 of each term, there is a full K -6 assembly based on the 3 -6 format.
Lower Primary and Upper Primary items.
- 👉 Major Awards are presented, including Behaviour Awards and Academic Awards. (See
Awards / Behaviour Code - Student Welfare Policy)

WAGGA WAGGA PUBLIC SCHOOL SONG

**Our school has proud traditions
Its values we embrace
For in the quest of knowledge
We strive to win the race**

**Though many goals are distant still
We've talents to express
We will reach them, for we know
That knowledge is our strength**

**As we start on life's highway
Traditions firmly sown
We value old, but welcome new
The future is our own**

**Through our younger years
When friendships are first formed
We learn of honour and respect
At Wagga Public School
We learn of honour and respect
At Wagga Public School**