



# Year 6 Leadership Booklet

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Box Hill North Primary School and Kindergarten

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*Inspire, learn, create, together for tomorrow's world*

## 2024 Information Book



BOX HILL NORTH PRIMARY  
SCHOOL AND KINDERGARTEN

# Box Hill North Primary School and Kindergarten

At Box Hill North Primary School, we believe students need to be at the centre of their learning and should have true ownership and a voice 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. Students' leadership roles include School Captains, House Captains and many other roles in a variety of areas.

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

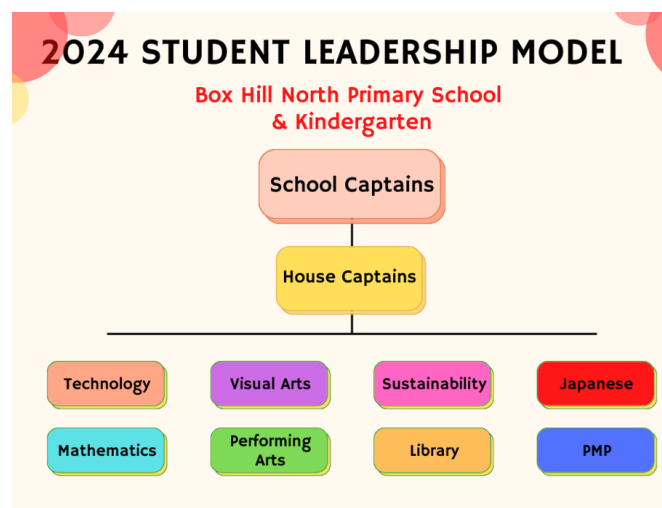
## Our School and Kindergarten Values, Vision and Mission

Values	Vision	Mission
An inclusive community who are committed to: <ul style="list-style-type: none"> <li>➤ Compassion</li> <li>➤ Creativity</li> <li>➤ Courage</li> <li>➤ Ambition</li> </ul>	To inspire curious minds through innovative thinking to build a harmonious and sustainable world.	To develop and share a holistic approach to education with a strong focus to inspire all learners, adding value to our students, their sense of identity and how they can contribute to community and beyond by making a positive difference.

## Student Leadership Vision and Mission

Student Leadership Vision	Student Leadership Mission
To be a school that motivates and encourages all students to be the best version of themselves. A school that displays student involvement and shows kindness.	We believe that a happy child is a successful one. We are committed to providing a positive, safe, and stimulating environment for children to learn.

## Student Leadership Model



# Leadership Attributes

Ideal student representatives have many wonderful qualities.

They have been grouped into skill sets, some of which contain a mix of skills and other attributes.

Here are some of the key qualities we collectively find important in a leader.

Why not – **‘Be the change that you wish to see in the world’ – Gandhi**

<p style="text-align: center;"><b>Private Communication</b></p> <p>Great leaders are capable of engaging with people at an individual level. They can talk with everyone from Kinder to our Principal in a one-on-one situation. Leaders are approachable, personable, good listeners and can communicate effectively to solve problems.</p>	<p style="text-align: center;"><b>Public Communication</b></p> <p>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.</p>	<p style="text-align: center;"><b>Organised</b></p> <p>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. Leaders are strong on implementing decisions and actions and are great at organising events with detail.</p>
<p style="text-align: center;"><b>Passionate</b></p> <p>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 style="text-align: center;"><b>Creative Thinkers</b></p> <p>Great leaders can look at a problem or issue from different perspectives and make ‘out of the box’ suggestions for each action. They are prepared to raise a dissenting point of view so that decisions made are based on a detailed discussion.</p>	<p style="text-align: center;"><b>Committed</b></p> <p>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 style="text-align: center;"><b>Team Players</b></p> <p>Successful leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. Leaders show patience during difficult discussions where there are different viewpoints. They play a unifying role that brings teams to a collective decision.</p>	<p style="text-align: center;"><b>Visionary</b></p> <p>Great leaders are dreamers and imaginative. They are ambitious about what they can achieve and see the bigger picture. Leaders see the steps along the way and can map out a plan for how to get there.</p>	<p style="text-align: center;"><b>Advocacy</b></p> <p>Great 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>



# BHN Behaviour Matrix

## Expected Positive Behaviours

*'It's not hard to make decisions once you know what your values are.'* – Roy E. Disney



	Compassion	Courage	Ambition	Creativity
<b>Always</b>	<i>Show respect and care, and embrace differences</i>	<i>Show inner strength, be brave, bounce back</i>	<i>Be focussed and organised</i>	<i>Be inspired, curious, collaborative and individual</i>
<b>In the classroom,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>be polite, kind and caring with my words and words</li> <li>listen to others</li> <li>show respect towards others</li> <li>respect people's personal space</li> <li>respect school space and resources</li> <li>show respect to my teachers</li> </ul>	<ul style="list-style-type: none"> <li>persist when challenged</li> <li>learn from mistakes</li> <li>share my ideas with the class</li> <li>help my classmates achieve our classroom expectations</li> <li>seek help when needed</li> </ul>	<ul style="list-style-type: none"> <li>challenge myself to achieve my best</li> <li>strive to achieve my goals</li> <li>embrace challenges in my learning</li> <li>use feedback to improve my learning</li> <li>follow teacher instructions</li> </ul>	<ul style="list-style-type: none"> <li>actively look for ways to help my classmates</li> <li>use my imagination to create new ideas</li> <li>find different ways to solve problems</li> <li>share ideas and explain my thinking</li> <li>use resources available to me</li> </ul>
<b>In the playground,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>play fairly</li> <li>care for others</li> <li>invite others to play</li> <li>give everyone personal space</li> <li>look out for others</li> <li>use positive and kind language</li> <li>look after and share equipment</li> </ul>	<ul style="list-style-type: none"> <li>stand up for our values</li> <li>be an upstander and call out inappropriate behaviour</li> <li>seek help from an adult if needed for myself and others</li> </ul>	<ul style="list-style-type: none"> <li>behave with honesty and integrity</li> <li>be a positive role model</li> <li>be responsible</li> <li>be proactive</li> <li>be ready to learn when the music stops</li> <li>be Sun Smart</li> </ul>	<ul style="list-style-type: none"> <li>create inclusive games</li> <li>try out others' ideas</li> <li>look for ways to help others</li> </ul>
<b>Moving around the school,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>move calmly and quietly</li> <li>move safely and respectfully</li> <li>greet others with kindness</li> <li>use correct entry and exit</li> </ul>	<ul style="list-style-type: none"> <li>model safe and respectful behaviour</li> </ul>	<ul style="list-style-type: none"> <li>be mindful of other learners</li> <li>encourage others to head to class</li> <li>be respectful of learning time</li> <li>seek permission to leave the classroom</li> <li>take the appropriate path</li> </ul>	<ul style="list-style-type: none"> <li>find ways for everyone to move safely</li> <li>look for the learning environment's others</li> </ul>
<b>At the canteen,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>speak calmly and politely to others</li> <li>use manners and show gratitude to canteen volunteers</li> <li>be responsible for my rubbish and cup</li> </ul>	<ul style="list-style-type: none"> <li>help others</li> <li>respectfully wait my turn</li> <li>speak up for myself</li> </ul>	<ul style="list-style-type: none"> <li>contribute towards a safe and positive place</li> </ul>	<ul style="list-style-type: none"> <li>use initiative when lining up</li> </ul>
<b>In the bathrooms,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>Wash with hands and soap</li> <li>Respect the personal space and privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>speak up when the area is not being used appropriately</li> </ul>	<ul style="list-style-type: none"> <li>keep the area clean and tidy</li> <li>use the resources wisely (water, soap, paper)</li> </ul>	<ul style="list-style-type: none"> <li>go to the bathroom with a buddy</li> </ul>
<b>Online,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>be positive and kind</li> <li>value learning for all</li> </ul>	<ul style="list-style-type: none"> <li>speak up if I am unsure or uncomfortable</li> <li>get permission before taking or sharing photos</li> <li>call out inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>keep passwords private</li> <li>stay on task</li> <li>use my device for learning</li> <li>have a balance of being a creator and consumer</li> </ul>	<ul style="list-style-type: none"> <li>use online platforms to have a positive impact on myself and others</li> </ul>
<b>In the community or on excursions,</b> <i>I will...</i>	<ul style="list-style-type: none"> <li>follow the expectations of the places we visit</li> <li>care for our environment</li> <li>accept people for who they are</li> <li>be considerate of others</li> <li>be even more so for being respectful</li> <li>allow everyone to enjoy the experience</li> </ul>	<ul style="list-style-type: none"> <li>be curious and ask questions</li> </ul>	<ul style="list-style-type: none"> <li>contribute to discussions</li> <li>be positive and have a growth mindset</li> <li>wear correct uniforms</li> </ul>	<ul style="list-style-type: none"> <li>find ways to show our values</li> <li>show pride in our school</li> </ul>

# High Expectations of our Leaders

We model high expectations when we:	This means we:
Listen attentively	<ul style="list-style-type: none"> <li>- Maintain eye contact with the speaker</li> <li>- Are quiet and respectful when someone else is speaking</li> <li>- Respond and contribute to the conversation</li> </ul>
Speak politely and clearly	<ul style="list-style-type: none"> <li>- Ensure we can be heard and understood</li> <li>- Look at the person we are speaking to</li> <li>- Respectful language</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 and inclusive</li> <li>- Cooperate and help others</li> <li>- Look after property</li> </ul>
Move around the school	<ul style="list-style-type: none"> <li>- Think about personal space of others</li> <li>- Look where we are going</li> <li>- Move quickly and quietly between transitions</li> </ul>
Act sensibly	<ul style="list-style-type: none"> <li>- Choose sensible games</li> <li>- Wear our hats</li> <li>- Come straight to and from 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 area we are in</li> <li>- Go directly to and from the classroom</li> <li>- Stay on task with special jobs</li> </ul>
Use equipment safely	<ul style="list-style-type: none"> <li>- Carry things in the correct way</li> <li>- Use thing for their correct purpose</li> <li>- Put things away when finished</li> </ul>
Listen to and follow instructions	<ul style="list-style-type: none"> <li>- To make every effort to stay up to date with classroom work</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 and class</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>



# Election Process

- Students begin the process by deciding which roles for which they would like to apply. 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 apply for any positions they are passionate about, rather than not going for one because they'd prefer another.

Name:	Current Grade:
Leadership Position	Preference
School Captain	
House Captain	
Technology Captain	
Mathematics Captain	
Library Captain	
Visual Arts Captain	
Performing Arts Captain	
Japanese Captain	
Sustainability Captain	

*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.
- Students who are running for the School Captain or House Captain roles will be required to deliver a speech to their peers and selected staff.
  - The House Captain speeches will be presented to students in their own house from Years 3-5, and some staff members. The audience will then vote on whom they believe will be the best leader.
  - The School Captain speeches will be presented to all students in Years 3-5 and to selected staff. Staff will discuss and make a final decision after tallying votes.
- The preferential voting system is used when deciding School Captain and House Captain positions.
- Other leadership roles are determined by a written letter and staff discussion.

## Speech Guidelines

All students aspiring to an official leadership position are required to present a speech to their peers and staff. Please use these guidelines when planning your speech.

- Keep your speech length between 1 and 3 minutes
- Include your name and why students and staff members 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 Box Hill North 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 formal and based on quality.



# ***Timeline for Leadership Positions: Term 4 2023***

## **Week 6**

- All leadership positions discussed with students.
- Students begin writing applications and submit them by date communicated.

## **Week 7**

- Handbook and guidelines provided to students.
- Leadership letters due by Friday 17<sup>th</sup> November

## **Week 9**

- School Captain speeches this week.
- House Captain speeches this week.

## **Week 10-12**

- Student leadership assembly (8th December)
- Handover and training by previous leaders begin.
- Leadership celebration.

## **Structure for voting and selection:**

### **School Captain**

- School Captain letter applications received and shortlisted
- Successful students are notified
- Students make a speech to Year 3-5 students
- Ballot paper provided, students will vote in their own classroom
- Speech presented to Principal team and some staff
- Votes are tallied
- Results presented to all staff to confer and agree on

### **House Captain**

- House Captain speeches will take place in House groups
- After the House Captain speeches, students remain in their house to vote
- Students in Year 3-5 will be given a ballot paper with candidates listed to vote on
- Gender does not matter when selecting house captains
- Students will need to number the top 2 candidates
- Staff present at speeches will also vote
- Ballot papers are to be handed back to the Year 5/6 staff members who will then tally the votes and confer with the Principal Team, David and Ainslie.



# ***Role Descriptions and Responsibilities***

## **School Captain**

### **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 *Ambition, Compassion, Creativity and Courage*. 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 Year 6 students for the following year. Please note, the voting process will promote the best two applicants regardless of gender.

### **Eligibility:**

- Must be a Year 6 student
- Must be an exemplary role model for peers and members of the school community

### **Responsibilities:**

- Communicate with staff and students - Public speaking - school assemblies/year level/other events
- Be positive role models- presentation, uniform and display behaviour which is representative of the school's values
- Be active in school community
- Lead the Student School Improvement Team (SSIT)
- Build harmonious relations within the school and provide input into appropriate school decisions
- Meet with Principal
- Partnered with fellow School Captain and House Captains – Lead assembly, display and identify school values amongst other students
- Organise grades during school photo day
- Implement new ideas they have to enhance the school
- Organise and host special event assemblies e.g. Remembrance Day
- On behalf of the school and kindergarten, welcome and thank visitors
- Be tour guides when required e.g. Prep transition
- Lead a community partnership connection
- Present speech at Graduation
- Wear School Captain badge

### **Election Process:**

- The position is discussed with students by 5/6 Classroom Teacher
- A role description is provided to students
- Students must write an application letter
- Applications are shortlisted by Principal Team and 5/6 Classroom teachers
- Students write a speech to present to peers and selected staff members (approx. 5)
- Speeches are given by selected shortlisted students
- Voting completed by students in Years 3-5 in their classrooms
- Votes handed to 5/6 Team Leader and tallied
- Selected staff to vote
- Discussed with staff once votes are tallied and decision is confirmed
- Successful students will be announced at the student leadership assembly along with other leadership roles



# House Captains

## **Role Statement:**

The role of House Captain is to encourage all students to participate in house activities and house events. They are to set a good example. House Captains must always be approachable, reliable and embody the values of Box Hill North Primary School. The House Captains are chosen from the pool of Year 5 students for the following year.

## **Eligibility**

- 2023 Year 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
- Lead House meetings
- Encourage House spirit
- Brainstorm ideas
- Organise House activity days
- Support School Captains and other leaders
- Wear House Captain badge
- Complete assigned jobs each week
- Organise sports shed, keeping it tidy and ensuring balls are pumped
- Assist and lead PMP sessions

## **Election Process:**

- The position is advertised. Current House Captains speak to current Year 5s about the role
- A role description is provided to students
- Students must write an application letter
- Students present a speech to year 3-5 students and some staff members
- Voting is completed in house groups and collected by staff, this is handed to the 5/6 team leader to tally
- Successful students will be announced at the student leadership assembly along with other leadership roles

# Other Captain Roles

## **Volunteer Leadership Roles**

There are a number of volunteer leadership roles that the school will seek expressions of interest. Students will need to include these in their initial letters, indicating what strengths they'll bring to each role they'd like to apply for.

There is no election process required for these positions. These positions will be decided based on letter application and discussion with Principal team and staff.

## **Roles include:**

- Technology Captains (badged position)
- Mathematics Captains
- Library Captains
- Performing Art Captains
- Visual Art Captains
- Japanese Captains
- PMP Leaders
- Sustainability Captains