

Student Leadership

School Specific Statement of Practice

DOCUMENT ID		
APPLICABLE TO	St James Kotara South	
DOCUMENT OWNER	School Community of St James Kotara South	
EFFECTIVE DATE	2025	
REVIEW SCHEDULE	Annual	
RELATED DOCUMENTS	Leadership Day permission Note Student Leader Nomination Form Election Guidelines Information Note for Parents	

1. Purpose

The purpose of the School Specific Guideline is to outline the culture, development and practice at a school level.

The School Specific Statement of Practice does not replicate any information already contained in the Diocesan policy document but provide context about how the school will follow the Diocesan policy.

All elements of the Diocesan policy must be followed and to the extent of any inconsistency, the Diocesan level policy documents will prevail.

2. School Context

This school specific statement and the related documents relate to all St. James staff, school parents/families and students.

3. Development

Reference to the Diocesan Document: Student Voice and Leadership Procedure.

4. Implementation

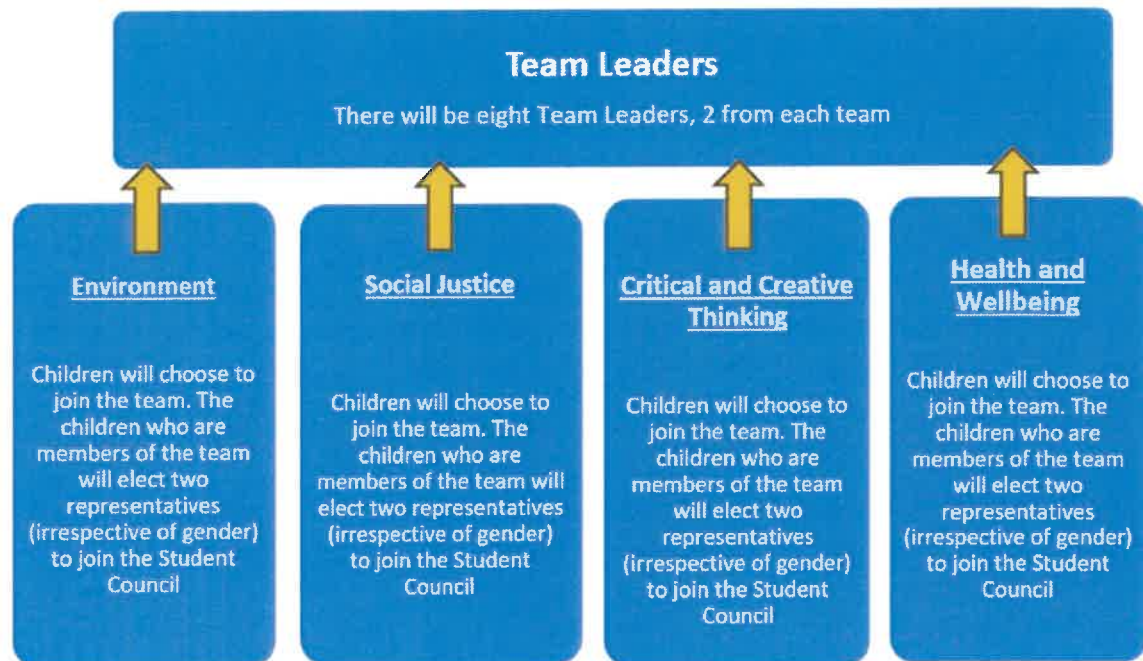
Implementation	Responsibility
1. Be aware of the Student Leadership and Election Statement of Practice.	<u>Year 5 teachers</u>
2. Organise Year 5 Leadership Day.	

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- Distribute all information and notes to parents and students relevant to all voting and leadership guidelines. - Inform staff of successful candidates via normal fields of communication i.e. Staff Meeting or Memo briefing.	
- Voting results will be announced at a Term 4 assembly (where possible), with badges presented to the Leaders at the Beginning of Year Commissioning Mass. - The Principal may veto any voting outcome, with or without consultation, and is not required to provide justification.	Principal or Executive Delegate
- Before Term 4, staff may raise concerns about any Year 5 student's eligibility for leadership with the Principal, who has final discretion. - Staff related to nominees must abstain from the voting process. - Staff to vote for 2 leaders of each team (preferential voting).	Staff
- In Term 4, Year 5 students will learn about the role and responsibilities of a School Leader. They will commit to leading in one of the four teams: Social Justice, Critical and Creative Thinking, Environmental and Health and Wellbeing. - Students may nominate themselves or a peer by completing the Student Team Member and/or Student Leader Nomination forms. - Nominees will present a 1-minute speech to Years 3–5, outlining how they would serve in the leadership role. - Nominees can vote for themselves. - The two students (irrespective of gender) with the greatest number of votes will be elected as leaders for their Leadership Team.	Students – Year 5
Students Year 3-5 will vote (please see specific details of this below).	Students – Grade 3 -5
Student Leaders will lead their teams and are expected to be mature, organised, confident, articulate, and to live out Gospel Values. Their responsibilities include organising activities, public speaking, and attending school events during lunchtimes and outside school hours. They meet with staff to share student feedback and promote student voice.	Student Leaders
Parents to sign student nomination form, for their child to be a part of the student leadership team. Be aware of the Student Leadership and Election process via the parent information note.	Parents

St James Kotara South Student Leadership Structure



St James' Catholic Primary School, Kotara South Election Guidelines – Information Note for Parents

Student Leaders are Year 6 students (elected in Year 5) selected as team leaders. They are expected to be mature, organised, confident, articulate, helpful, and consistently demonstrate Gospel Values. Their responsibilities include public speaking, event organisation, and representing the school during lunchtimes and outside school hours.

Leaders meet each term with the School Executive or teacher mentors to provide feedback and promote student voice.

Note: Elections are staff-run, with students voting. Results for Social Justice, Health & Wellbeing, Environmental Stewardship, and Critical & Creative Thinking teams are submitted to the Principal for final consideration. No discussions or appeals will be held with parents or external parties.

Invitation to Join Teams (Term 4, Year 5)	Students choose one of four teams: • Social Justice • Critical & Creative Thinking • Environmental Stewardship • Health & Wellbeing
Mentorship	Year 5 students are mentored by current Year 6 leaders and staff.
Team Member Form	Students complete and sign a Student Team Member Form to confirm participation.
Leadership in Year 6	In the following year, Year 6 students lead their chosen teams with support from a teacher or executive mentor.

Student Leader Voting Process

Nomination	Team members who wish to become Student Leaders present a 1 minute profile speech to grades 3 – 5.
Voting	Students in Year 3-5 will vote Nominees may vote for themselves. Teachers/Executive members do vote. Staff related to nominees must abstain from the voting process.
Election Outcome	The top two vote-getters (regardless of gender) are elected as Team Leaders.

Principal reserves the right to veto any student deemed unacceptable without publicising.

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St James' Primary School, Kotara South
Year 5 Leadership Day Student Team Member Form #1

Name: _____

I wish to lead in the following team at St James' Primary School, Kotara South in 2026.

Team Name: _____

How I have upheld the Positive Behaviours for Learning (PB4L) pillars at St James, (examples needed)

Past Leadership experience (tell us about a time/s when you have had to be a good leader to others. It could be at home or school.

My ideas of what my team could do to help lead our school in 2026.

Signed: _____

Date: _____

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St James' Primary School, Kotara South

School Leadership Position Nomination Form #2 **To be sent home and returned**

Name: _____

I would like to nominate myself for a School Leadership position at St James' Primary School, Kotara South in 2026. I am interested in being a Leader for the following team:

The Social Justice Team	The Health and Well-being Team
The Critical and Creative Thinking Team	The Environmental Stewardship Team

PB4L references (please tick)

I am respectful	Occasionally	Always
I greet others using my eyes and a smile		
I listen to others		
I use friendly talk and actions		
I treat everyone fairly and equally		
I care for property and the environment		
I wear the correct uniform (including socks, jewellery and hair) with pride		
I am Responsible		
I am in the right place at the right time		
I own my actions and show I am sorry when I make a mistake		
I do my best		
I cooperate with others		
I learn and allow others to learn		
I am Resilient		
I ask for help when I need it		
I am honest		
I have a go		
I celebrate the successes of others		
I am a problem solver		

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I demonstrate Christian values when I ...

I have contributed to the life of the school by (Eg, attending Mass regularly, participating in the ANZAC March, participating in the Swimming and Athletics carnivals, joining in with the gardening club etc...)

As a School Leader I am confident that I can...(please tick)

Demonstrate respect for Country		Assist teachers at events (carnivals, open nights)	
Speak to a large audience		Lead assemblies	
Attend out of school hours functions		Lead by example and inspire my peers	

PB4L Expectations Reference:

In the last 12 months...	Never	Occasionally	Often
I have visited the reflection workshop			
I have received a minor			
I have received a major			

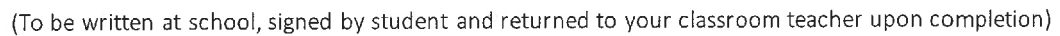
Please note: the nominees may be asked to discuss their nomination with the school leadership team.

Parent signature: _____

Signature of Nominee: _____



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☐ Creative and Critical Thinking ☐ Environmental Stewardship ☐ Health and Well-Being ☐ Social Justice

1 minute speech: I have explained my leadership characteristics below and have provided potential ideas of ways I can lead this team and our school this year.

NAME: _____

Signed by student: _____ Class: _____