



Ratified by:	Professional Learning provided	Date reviewed	Next Review
Executive Leadership Team			
Staff			
School Community			
School Board			
Review Date			2026



Expectations of Being a Student Leader at Winterfold

As a student leader at Winterfold Primary School, you are taking on an important role in our school community. Being a leader means setting a positive example for your peers, supporting others, and helping to make our school a welcoming and vibrant place for everyone. Here's an overview of the key roles and responsibilities for our Student Councillors and Faction Captains.

Student Leadership Framework

The Student Leadership Framework seeks to provide clarity to students, staff, parents and the community regarding the development of increased leadership skills. Students that take on these roles will participate in more whole school responsibilities and give back to their school community and their peers.

At Winterfold Primary School, strategies and experiences will be provided for students to develop the following leadership skills:

- Critical and creative thinking
- Goal setting and action planning
- Problem solving and decision making

The key leadership qualities that a leader has are responsibility, integrity, respect, organisation and confidence.

Responsibility: To be respectful and responsible for one's own actions. To act on initiative and understand what is within and without your zone of control. It also means being accountable and making decisions in a timely manner and taking into account the many factors that may affect that decision and the consequences thereafter.

Integrity: To be trusted to make the right and ethical decision, even when no one is looking. Student leaders implicitly have a large amount of trust invested in them in their roles and responsibilities which means they must uphold the school values at all times and be an exemplar to the other students in their actions.

Respect: Student leaders are expected to show respect at all times to their peers, teacher and guests to the school. A good leader leads by example and are expected to treat all members of the community with kindness and dignity.

Organisation: Students will be required to be organised and operate independently at times. This requires good independent learning skills and the flexibility and determination to catch up on any missed classroom work.

Confidence: students will need to act and speak with confidence in front of their peers and the school community. Being confident in your purpose and skills improves your own self-esteem and further enhances your ability to make decisions.

Roles and Responsibilities

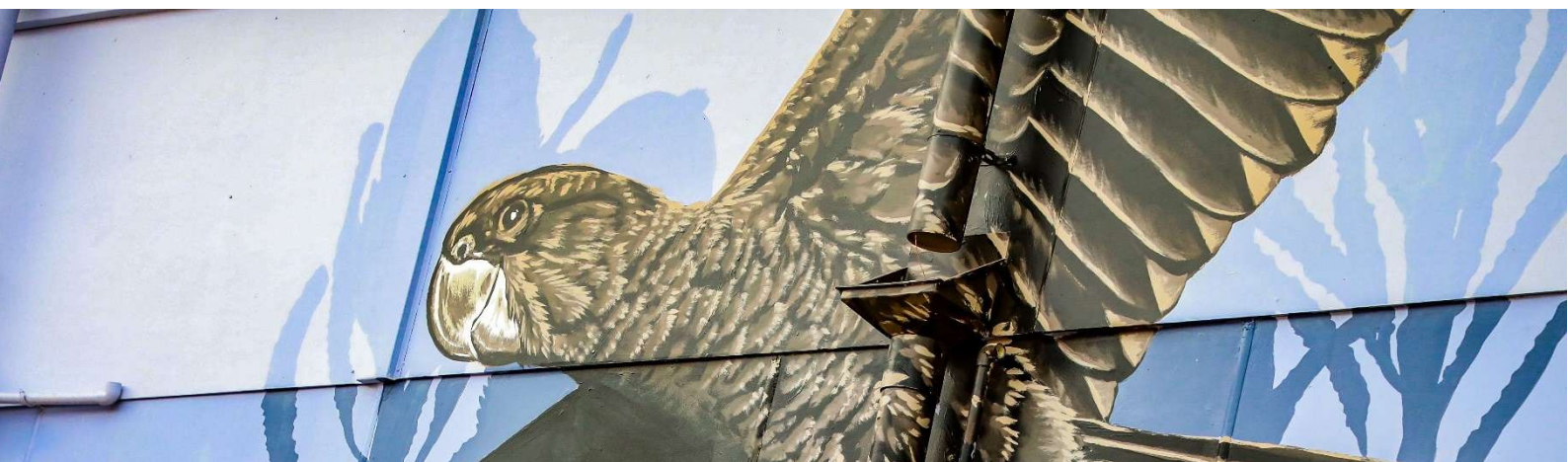
A key feature of Winterfold Primary School is the active involvement of students, embedded through the school's vision, 'Our students have a positive attitude and are resilient to changes and challenges; and have developed a commitment to lifelong learning so that they are valued members of the wider community'. The school offers leadership opportunities for all students and aims to maximise students' leadership potential and effectiveness. Our student leaders are role models, and they assist in setting the direction of the school.

In all leadership positions, students will be expected to:

Leadership Criteria

- **Demonstrate responsible behaviour at all times:** In all classes and at all times to be respectful and be an exemplar to other students in your actions and attitude.
- **Attend all scheduled meetings:** You will be required to meet regularly, often during lunch breaks, to ensure roles are shared effectively, discuss any issues that arise, and collaborate on problem-solving.
- **Be organised:** Arrive on time to all meetings, events, and responsibilities to set a good example for others. Manage your time well to balance leadership duties with your schoolwork.
- **Have a positive attitude:** Approach challenges with a positive attitude and work collaboratively to find solutions.
- **Be a role model:** Lead by example in your behaviour, attitude, and commitment to the school community.
- **Work as a team:** Collaborate with other leaders, teachers, and students to achieve our shared goals.
- **Communicate effectively:** Listen to your peers, share ideas, and represent the student body in a positive and respectful manner.

Being a leader at Winterfold is a great honour and an opportunity to make a lasting impact on our school. We look forward to seeing you grow in this role and contribute to our vibrant school community.





Student Councillor Role

As a Student Councillor, you will have a range of responsibilities that help keep our school running smoothly and support the school community:

- **Greet New Families and Lead School Tours:** You will be one of the first faces new families meet, welcoming them to Winterfold and showing them around the school.
- **Organise and Run Assemblies:** This includes managing merit certificate assemblies, coordinating class performance items, and overseeing special events such as ANZAC Day and NAIDOC Week.
- **Public Speaking:** You will be involved in delivering speeches at important events, including the graduation ceremony.
- **Interview Students About Their Learning:** Engage with other students to gather insights about their learning experiences and share this feedback with staff.
- **Create Mini Videos:** You'll help produce short videos for staff development days and to share with our school community.
- **Mentoring new student leaders:** Strengthening your ability to guide and inspire, providing opportunities to explain ideas in a clear and supportive way and helping others, teaching you to be understanding and compassionate.

Faction Captain Role

As a Faction Captain, you will focus on fostering school spirit and encouraging participation in sports and activities:

- **Welcome Sports Specialist Visitors:** Greet and assist visiting sports specialists to ensure they feel welcome and supported during their time at our school.
- **Organise and Run the Sports Carnival:** Help plan, organise, and run the tabloid sports during the Sports Carnival, ensuring everything runs smoothly. Assist in set-up and pack-down of carnival equipment.
- **Involvement in Interschool Events:** Participate in and support the coordination of interschool sports events, representing Winterfold with pride.
- **Organise Senior Sport Afternoons:** Work with staff to plan and coordinate sports afternoons for senior students.
- **Set Up Equipment:** Ensure that all sports equipment is ready and available for use during school events and lunchtime activities.
- **Classroom Equipment:** Complete regular check-ins on classroom sport equipment, ensuring equipment is looked after and balls are pumped up.
- **Run Lunchtime Activities:** Lead fun and engaging activities for students during lunch breaks to promote a healthy and active lifestyle.
- **Share Faction Points Information:** Keep the school updated on Faction points and help motivate your peers to contribute to their Faction's success.
- **Sports Report:** Regularly update the school community at assemblies on important news and events related to sport at Winterfold.
- **Mentoring new student leaders:** Strengthening your ability to guide and inspire, providing opportunities to explain ideas in a clear and supportive way and helping others, teaching you to be understanding and compassionate.



Catching Expected Behaviours from Others

As a student leader part of your role is to actively recognise and encourage positive behaviour among younger students:

- **Giving Out Highway Hero Tokens:** Distribute Highway Hero tokens to students when you observe students demonstrating our school's values and expected behaviours. This helps to reinforce the importance of these behaviours and encourages others to follow suit.

Student Council - Step by Step

Greet New Families and Lead School Tours

When a new family arrives to our school, they may be offered a tour of our school. If they would like this a call will be made to your class and your teacher will select two Student Councillors.

Collect the clip board with the checklist and a pen from the front office.



Introduce yourself to the prospective family.

'Kaya, my name is and I am a Student Councillor at Winterfold Primary School. It will be my pleasure to take you on a tour of our wonderful school. I will show you all the buildings in our school and how we use the spaces. If you have any questions along the way, please just ask me and I will do my best to answer them. If I can't answer your question, I will write it down and one of the admin can answer it on our return. The tour should only take about ten minutes. Do you have any questions before we begin?'

Tour

Show the prospective family around the school, highlighting what learning takes place in each block. Ensure you take them round to our Performing Arts Centre, Undercover Area and Nature Playground.

'Thank you for taking time to see our wonderful school. I hope you enjoyed your tour, and we look forward to seeing you around the school. (To the new student) – If you need any help and you see me around the school you are welcome to come up and say hello or ask for my help. '

Organise and Run Assemblies

You will be provided a script on a thumb drive that can be adapted each week for the assemblies depending on whether they are a merit certificate or class item assemblies. There are some actions that need to be completed prior to the date of the assembly.

1. Assign who is speaking at the assembly and what parts they are speaking.
2. Find out if a blurb for the following is needed to be included.
 - Water Wise
 - Waste Wise
 - Sustainability
 - Your Move
3. Share draft script to the Student Leadership Coordinator prior to the assembly.
4. Print script and share copy to those with speaking parts.
5. Read Merit Certificate blurbs prior to assembly. Keep your copies to read out for the assembly and collect the good copy Certificates from the front office on the morning of the assembly.

Set up in the morning or previous afternoon for assembly. (Student Leadership Coordinator or Deputy Principal to set up speakers and microphones)

- Take podium out of store cupboard.
- Chairs to be set on the outside of the rows for classroom teachers.
- Chairs to be set out at the back for parents.
- Student Leader chairs to be set.
- Copy of script on podium.
- Mat to go over cord.
- Faction boxes if required.



- Red Velcro lines to be placed for the front of the assembly and the aisle.

Pack away. (Student Leadership Coordinator or Deputy Principal pack up speakers and microphones)

- Do not drag chairs across carpet in big stacks.
- Neatly put items back in store cupboard.
- If any equipment is broken or needs repair, please notify the front office immediately so it can be replaced or fixed prior to the next assembly.

Public Speaking

As Student Councillor you will need to speak in public on many occasions.

Please ensure that when you are public speaking you are considerate of your:

- ✓ Presentation - wearing correct uniform and looking neat and tidy, sitting, standing and walking on stage with confidence and decorum.
- ✓ Organisation- knowing what you are saying and when.
- ✓ Delivery of information. Speak clearly and confidently with good volume and pace.

Some things to avoid

- using slang terms
- lots of umms when talking
- talking with other Student Leaders during the assembly while sitting in a focal point.
- Slouching while sitting

25 Nights Home Reading

You will need to announce over the PA for all students who have completed the 25 Nights home reading to come to the library to select a book. This is done weekly on Fridays after Senior Sport.

Interview Students about their learning

As a Student Councillor, you will be expected to interview students about their learning at least once per term. This should be done in Weeks 7 or 8.

This will need to be recorded using the iPad. Ensure you have thought carefully about the questions you will have to prompt the student you are interviewing. You will also need to edit the video and submit it to the Student Leadership Coordinator.

Below are some examples of prompts you can use to help you with the interview.

- What's your favourite thing to learn about, and why?
- Can you tell me about a time when learning something was super exciting?
- What's something that feels tricky to learn, and how do you try to get better at it?
- If you could change one thing about school to help you learn better, what would it be?
- How do you feel when a teacher or friend helps you with something hard?
- How do you keep going when learning feels tough?
- Do you have any special tricks for remembering things?



- How do you like to work with your classmates on projects?
- What's the best advice a teacher has ever given you?
- How do you ask for help when you need it?

Making prompts engaging for children involves sparking their curiosity and making learning feel like an adventure. Here are some effective strategies:

1. Make It Playful

- Turn questions into games! For example, "Imagine you're a superhero—what would be your special learning power?"
- Add interactive elements like drawing, acting, or storytelling.

2. Keep It Simple and Fun

- Use clear, friendly language that children understand.
- Add exciting words like "magic," "explore," or "discover" to make prompts feel special.

3. Connect to Their Interests

- If a child loves animals, ask, "What do you think a dolphin would learn in school?"
- Relate questions to their favourite cartoons, hobbies, or activities.

4. Give Choices and Creative Freedom

- Instead of "What did you learn today?" try "If you could teach your class one fun thing, what would it be?"
- Allow them to express ideas in different ways—through talking, writing, drawing, or even acting it out.

5. Encourage Imagination and Storytelling

- Use open-ended prompts like "Tell me about a time you felt like a scientist!"
- Ask them to imagine or invent something new—like "What if trees could talk? What would they say?"

6. Make It Personal

- Ask about their feelings and experiences: "What was the best thing you learned this week?"
- Let them share opinions and choices: "Would you rather learn how to build a rocket or bake a cake? Why?"

7. Include Movement and Action

- Have them act out answers, use gestures, or make sounds to describe what they mean.
- A question like "Show me with your hands how BIG your favourite idea is!" makes learning interactive.

Faction Captains - Step by Step

Organise Senior Sport and sporting events

Faction Captains will need to setup all the required equipment for Senior Sport during the lunchtime prior to the session. You will also be required to assist the teachers in running the activity, remembering to be displaying your best attitude and responsibility.

During Faction Carnivals, you may be expected to create chants for your faction and have a congratulatory speech prepared to thank organisers, parents and carers and students for their great efforts.



Run Lunchtime Activities

Throughout the year, you will be required to run lunchtime activities to lead our school community. These may involve running sessions for the Jump Rope for Heart program among others.

Count and announce Faction points

Prior to the assembly, Highway Heroes cards need to be counted and the tally for each faction given to the P.E. teacher. The total will be announced by you at each merit certificate assemblies and the Highway Heroes cards will be drawn as well. One name will be read out from each faction box at the assembly.

Assemblies

Set up in the morning or previous afternoon for assembly. (Student Leadership Coordinator or Deputy Principal to set up speakers and microphones)

- Take podium out of store cupboard.
- Chairs to be set on the outside of the rows for classroom teachers.
- Chairs to be set out at the back for parents.
- Student Leader chairs to be set.
- Mat to go over cord.
- Faction boxes if required.
- Red Velcro lines to be placed for the front of the assembly and the aisle.
- Draw and announce Highway Heroes tokens. Students who are announced come up to have their hand shaken and stand with you at the front of the assembly, with their canteen voucher.

Pack away. (Student Leadership Coordinator or Deputy Principal pack up speakers and microphones)

- Do not drag chairs across carpet in big stacks.
- Neatly put items back in store cupboard.
- If any equipment is broken or needs repair, please notify the front office immediately so it can be replaced or fixed prior to the next assembly.

Public Speaking

As Faction Captain you will need to speak in public on many occasions.

Please ensure that when you are public speaking you care considerate of your:

- ✓ Presentation - wearing correct uniform and looking neat and tidy, sitting, standing and walking on stage with confidence and decorum.
- ✓ Organisation- knowing what you are saying and when.
- ✓ Delivery of information. Speak clearly and confidently with good volume and pace.

Some things to avoid

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- talking with other Student Leaders during the assembly while sitting in a focal point.
- Slouching while sitting



Student Councillors and Faction Captain's Mentoring Role

A student leader serving as a mentor brings many valuable benefits to both the mentor and the mentee.

For the Mentee (Younger Students)

Younger students receive advice and encouragement from someone who understands their challenges. Having a mentor can help them feel more comfortable asking questions and trying new things. A student leader sets a positive example, showing how to be responsible and hardworking. They learn how to communicate, collaborate, and build teamwork.



For the Mentor (Student Leader)

Teaching others helps the student leader strengthen their ability to guide and inspire. It helps improve their communication by providing them opportunities to explain ideas in a clear and supportive way. Helping others teaches them to be understanding and compassionate. Finally, seeing their mentees grow and succeed is incredibly rewarding.

For the School Community

Mentoring builds a positive, supportive learning environment. Student mentors take on real leadership roles and set an example for their peers. Knowledge and skills are shared, making education more engaging for everyone, promoting a culture of learning.

Student Leader Mentorship

1. Setting up the Mentorship

- **Define Goals:** Establish clear objectives, such as learning new roles, building confidence, and fostering leadership.
- **Create a Schedule:** Plan regular mentoring sessions (weekly or biweekly) to ensure consistency.

2. First Meeting - Building Connections

- **Icebreaker Activity:** Start with a fun game or discussion to get to know each other.
- **Set Expectations:** Explain the purpose of mentorship and how students can benefit.
- **Personalized Goal Setting:** Have mentees share what they'd like to learn or improve.
- **Encourage Open Communication:** Ensure mentees feel comfortable asking questions and seeking guidance.

3. Ongoing Mentorship Activities

Leadership & Confidence Building

- Provide opportunities for mentees to take on leadership roles.
- Run workshops on public speaking, teamwork, and decision-making.
- Encourage mentees to participate in school activities and contribute ideas.

Social & Emotional Growth

- Hold discussions on topics like friendship, kindness, and handling challenges.
- Teach communication skills through role-playing exercises.
- Encourage mentees to express their thoughts and celebrate their achievements.

Interactive & Bonding Activities

- Organise team-building games to create a supportive environment.



- Introduce journaling or reflection exercises for mentees to document their growth.

4. Regular Check-Ins & Feedback

- Conduct short check-in sessions to assess progress and adjust goals.
- Allow mentees to express concerns and share successes.
- Encourage mentors to reflect on their experiences and improve their strategies.

5. Closing the Mentorship Program

- Celebrate progress with a final session or event.
- Encourage mentees to become future mentors and continue developing leadership skills.

This plan ensures student leaders create meaningful relationships while helping younger students grow.

Timetable for Mentorship

Week	Theme	Activity Focus	Key Takeaways
1	Getting to Know Each Other & Goal Setting	Icebreaker activities, setting mentorship goals, roles	Building trust, defining success
2	Strategies & Organization	Time management, roles	Learning effective time management skills and roles
3	Confidence & Public Speaking	Leadership role-playing, short presentations	Developing communication and confidence
4	Problem-Solving & Decision-Making	Real-life problem-solving scenarios, teamwork games	Critical thinking and collaboration
5	Social & Emotional Growth	Handling challenges, team-building activities	Strengthening interpersonal skills
6	Reflection & Leadership in Action	Sharing experiences, mentoring younger peers	Celebrating progress and inspiring others

Student Leadership Team Election Process

Election Process and selection criteria

- Elections take place in Term 4.
- Letter to Year 5 parents with an attached nomination form to be sent out (Appendix)
- Students have the opportunity to present their speech to Year 4 and Year 5 students
- Year 4 students and Year 5 students vote in a secret ballot.
- The final decision will be made by the school's leadership team, taking the votes into consideration.



Selection Process

All students are welcome to apply for any of the positions mentioned above. Leadership opportunities, both in the classroom and outside the classroom, will be presented throughout the year to all students irrespective of whether they hold a badged position.

To apply for Student Councillor or Faction Captain students will need to participate in the process outlined below.

Self-Nominations

Students interested in hearing about the roles available will need to attend both Workshop 1 and Workshop 2 during lunch breaks.

Workshop 1: Learn about the roles and expectations of being a school leader.

Workshop 2: Parent Consent Nomination Form Submission and Information session about next steps.

In class all students will write a presentation as part of their English program that could be used as their election speech. Each student will be provided the template 'Student Leader Presentation Planning Template' (See appendix).

A date will be set for the Leadership Speeches and communicated with students.

A note outlining the dates will be shared with parents together with a Parent Consent Nomination Form (see Appendix).

Students wanting to be nominated for either Student Councillor or Faction Captain will need to provide a signed Parent Consent Nomination Form prior to the speech presentation day. **Students who do not have consent will not participate in the presentation process.*

Students will practise their speech at school and at home in preparation for the speech presentations.

Speech Presentations

Students will be given an order in which to present their speeches to Year 4 and Year 5 students. All students presenting will be seated at the front of the undercover area in a line.

Students will each take turns and have 2 minutes to present their speech. Once speeches are complete, the student will sit back in their assigned seats.



Student Leader Presentation Planning Template

Planning and writing a two-minute presentation guide.

Step 1. Planning stage	
Introduction	Introduce yourself to your peers. Although they may know who you are it is important to introduce your name. You may like to include something about yourself that your peers do not know. E.g. My name is Tom Brown. I'm in year 5 and I also belong to Scouts. E.g. My name is Sarah, I have been at Winterfold since Year 3 and I play netball on the weekends.
What do you bring to the role of student leader?	Think about what skills, experience and attributes you bring to the role. Consider the tasks you are expected to do in the role to assist how you frame your answer. Include if you have been on any committees in the school or out of school. <i>E.g. Your Move. Netball Captain for weekend sport.</i> If you haven't had any experience in the role, you can project yourself in the role. <i>E.g. I know a good leader will need to organise events. I have been practising being organised in class by being prepared for learning each day and having my equipment ready.</i> Review the attributes and behaviours expected for the role and how you demonstrate them in the classroom and in the playground.
Why you want to be voted as a student leader.	Think about why you want to be a school leader at Winterfold PS. Consider what you want to do in the role. Do you want to introduce some new ideas? You can use 'I will' statements.
Conclusion	This is the time to sum everything up. What are the key messages you want people to remember about you.

Step 2. Preparation Stage	
Writing your speech	Some people like to have every word that they would like to say written down and practise reading that so they learn it without needing a script on the day they present.
	Some people like to write down dot points and key ideas and elaborate on them.
	Some people start with a script with every word and after practising for a while reduce it down to dot points that they can refer to on the day.
Practising your speech	Expect that you will make many mistakes when you start practising. That is normal. The more you practise, the easier it will become. Use your written speech to practise speaking aloud first to yourself and then to others. The more practise you have, the less you will need the written speech to rely on.
Delivery	Consider your volume. If you are quiet and people cannot hear you then they will miss the important information you are sharing. You have 2 minutes. Time your speech so you maximise all the time you have been given to promote yourself. Pace- If you speak too fast people will not be able to keep up. If you speak too slow people may lose interest in what you are saying. Use tone when delivering key messages. Emphasising points makes it clear for people to remember your messages.



On the Day. Stage 3	
Anticipation	It is normal to feel a little anxious. If you forget what you were going to say, you can make it up in the moment. Think back to your planning and your reasons for nominating. Use this information to help you share with everyone why you should be a student leader.
Order of speaking	On the day you will be asked to sit on a chair at the front of the assembly while you wait for your turn to speak. Be considerate that even when you aren't speaking, people will be watching how you wait.
Having a go	You should be proud of yourself for 'having a go'. With only a few places available for leadership roles, there will be many students who do not get selected. Disappointment is understandable but it is important to show good sportsmanship. If other opportunities present during the year, those that nominated and showed good sportsmanship will be considered for those roles.

WINTERFOLD PRIMARY SCHOOL



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www.winterfoldps.wa.edu.au

RE: Student Leadership Opportunities at Winterfold PS

Dear Parents and Guardians,

We are excited to share with you the various student leadership opportunities available at Winterfold PS. Leadership is not just about holding a badge; it's about making a positive impact and supporting our school community in various ways.

In every class, we recognise leaders who support their peers and help ensure that the class runs smoothly. These classroom leaders play an important role in fostering a positive learning environment, and we encourage all students to step up and take on these responsibilities.

For our Year 6 students, we offer additional leadership roles, including Student Councillor positions and Faction Captain roles for each faction. These roles provide students with the opportunity to contribute to the school in meaningful ways and to represent their peers.

To prepare for these roles, students interested in becoming a Student Councillor or Faction Captain must attend two important workshops:

Workshop 1: *Learn about the roles and expectations of being a school leader.*

Week TBA

Location: TBA

Workshop 2: *Parent Consent Nomination Form Submission and Information session*

Week TBA

Location: TBA

In workshop 1, students will be given a speech planner and outline for them to write their speeches at home with support from their parents or carers. Any students requiring additional support will be assisted during school time to write and practice their speech. Please let us know if your child needs this additional support.

Teachers will make sure that before speeches are presented, all students will have the opportunity to practise their speech at school. On XXXXXXXX between recess and lunch students will deliver their speech to year 4 and 5 students. Students will then complete a confidential voting sheet for who they believe will best represent them in a leadership role. The final decision will be made by the school's leadership team, taking the votes into consideration.

Please note that while not everyone can be elected to a formal leadership position, there are always opportunities to lead and make a difference in our school community.

We encourage all students to embrace these opportunities and develop their leadership skills, whether through formal roles or everyday actions that contribute to our school.

Thank you for your support in fostering leadership among our students.

Liam Parkinson
Leadership Coordinator



Updates to roles and responsibilities to be written here.

WINTERFOLD PRIMARY SCHOOL

Timetable of the Student Councillor roles and responsibilities

A key feature of Winterfold Primary School is the active involvement of students, embedded through the school's vision, 'Our students are resilient to changes and challenges; and have developed a commitment to lifelong learning so that they are valued members of the school community'. The school offers leadership opportunities for all students and aims to maximise students' leadership potential and effectiveness. Our student leaders assist in setting the direction of the school.

In all leadership positions, students will be expected to:

- Demonstrate responsible behaviour at all times.
- Attend all scheduled meetings.
- Be organised.
- Have a positive attitude
- Be a role model
- Work as a team
- Communicate effectively

WINTERFOLD PRIMARY SCHOOL



WINTERFOLD PRIMARY SCHOOL STUDENT LEADERSHIP ROLES AND RESPONSIBILITIES

Term 1 / 2 / 3 / 4

	STUDENT LEADERS							FACTION CAPTAINS				ALL	
RESPONSIBILITY	Assembly M-Merit CI-Class Item	Update assembly script including speaking roles	Feedback from peers during MC recognition	25 Nights Home reading	Announce Merit Awards Pink and Yellow	Announce Merit Awards Blue and Red	Greet New Families and Lead School Tours	Welcome special visitors to the school	Organise Senior Sport	Run Lunchtime activities	Count and organise Faction Points	Videos	Assembly Set up
Wk. 1													
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WINTERFOLD PRIMARY SCHOOL



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