



St Francis de Sales
COLLEGE

Student Leadership Policy

APPROVAL OF STUDENT LEADERSHIP POLICY

Principal

A handwritten signature in black ink, appearing to read "M. Moran", is written over a light grey rectangular background.

College Board Chair

A handwritten signature in black ink, appearing to read "D. Brown", is written over a light grey rectangular background.

Date: 23 October 2012

Review Date: October 2015

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VISION STATEMENT

We nurture in our endeavours God's gifts of holy friendship, a passion for learning and celebration of personal excellence.

OUR MISSION

St Francis de Sales College is a learning community that works together to build an environment in which faith is nurtured in a Catholic Christian tradition. It does this by recognising individuals' skills and talents while appreciating and accepting their uniqueness.

The College is committed to promoting community and personal fulfillment through life enhancing relationships.

St Francis de Sales, as patron, symbolised the high hopes that are held for every St Francis de Sales student, so that, inspired and guided by his example, each child may:

- promote a culture of life through courage in responding to the challenges that life brings
- foster the engagement of faith and reason
- develop a love of learning and independent thinking
- value and respect individuals, irrespective of position, wealth, racial origin or religious beliefs
- become a socially responsible contributor in the community and to society
- acquire virtue and wisdom and respond generously to others throughout life.

RATIONALE

We have developed student leadership from the two captain model to a leadership group with respective responsibilities. These areas are Faith and Service, Community, Learning, Cultural and Sport - named 'Pillars'. It provides a focus for the 'vision' and 'Catholic ethos' of the College and what we stand for is visible and seen to work in practice.

COLLEGE STUDENT LEADERSHIP ROLES

Year 12 Captains

- must have a commitment to the 'Catholic ethos'
- coordinate regular meetings with Pillars and allocated staff member
- coordinate and Chair Year 10-12 SRC Meetings with SRC Staff Representative
- chair the Justice and Ministry Team with Religious Education Coordinator (REC)
- address assemblies and liturgies, where appropriate
- represent the College at formal College and community functions
- meet regularly with the Principal
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

Year 12 Pillars: Faith and Service, Community, Sport, Learning, Cultural

- must have a commitment to the 'Catholic ethos'
- fortnightly meeting with College Captains, other Pillars, and allocated staff member
- each Pillar has the option to choose a support staff member
- address assemblies and liturgies, where appropriate
- represent the College at formal College and community functions
- responsible for supporting fellow Pillars
- work with House Captains and Vice Captains
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

6-9 Middle School Captains

- must have a commitment to the 'Catholic ethos'
- liaise and meet fortnightly with the Head of Middle School
- chair 6-9 SRC meetings coordinated by a Year 6-9 staff member
- address 6-9 assemblies and liturgies, where appropriate
- be involved in JaM meetings where appropriate and support JaM initiatives through 6-9
- report to both R-5 and 10-12 on activities
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

R-5 Junior Captains

- must have a commitment to the 'Catholic ethos'
- liaise and meet fortnightly with the Head of Junior School
- chair R-5 SRC Meetings coordinated by a Reception – Year 5 staff member
- address R-5 assemblies and liturgies, where appropriate
- be involved in JaM meeting where appropriate and support JaM initiatives through R-5
- report to 6-9 and 10-12 on activities etc.
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

Year 12 House Captains

- supported by and work with a dedicated chosen staff member who is responsible for each House
- meet with Pillars on a regular basis about what they are organising and seek ways to develop House leadership opportunities
- support work of Pillars when organising particular College activities
- report to R-5 and 6-9 on House activities
- support of sacramental program
- involvement in youth mass and liturgy

- active involvement in social justice endeavours
- participate in leadership training.

Year 6-9 House Captains

- supported by a chosen and dedicated staff member who is responsible for each House
- meet with 6-9 Captains on a regular basis about what they are organising
- link in with SRC and support their initiatives
- report to both R-5 and 10-12 on House activities
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

R-5 House Captains

- supported by a chosen and dedicated staff member who is responsible for each House
- meet with R-5 Junior Captains on a regular basis about what they are organising
- link in with SRC and support their initiatives
- report to both 6-9 and 10-12 on House activities
- support of sacramental program
- involvement in youth mass and liturgy
- active involvement in social justice endeavours
- participate in leadership training.

OTHER STUDENT LEADERSHIP OPPORTUNITIES

Student Representative Council (SRC)

The SRC is another important body in the College and it provides numerous opportunities for students to develop leadership and good citizenship skills through their engagement with other students and staff in developing the life and spirit of the College and supporting the Catholic identity and call.

SRC is open to all students and operates out of the Homeroom and/or classroom setting. Students are invited to apply for these positions and speak to their Homeroom who in turn vote for a male and female from their cohort. SRC members meet on a regular basis with other SRC representatives to discuss issues pertaining to the College and its day to day life.

At all levels of the College Junior School, Middle School and Senior School, this representation will find support and captains will engage in learning leadership skills with the support at each level of their dedicated staff member.

Justice and Ministry Team (JaM)

This ministry group was developed in 2008 as a way of student involvement in planning and conducting liturgies, prayer, youth masses, assisting in the organisation of fundraising events for our Catholic charities: Caritas Australia and St Vincent de Paul Society.

This is a 'voluntary' organisation within the College which again provides further opportunities to develop personal faith and lead others in understanding the role of social justice in our College.

JaM offers initiative and direction in the area of personal and faith development as well as applying the gospel in a practical way to fellow students. This engagement is a positive for the understanding and communication of the Catholic ethos of St Francis de Sales, by students. Our students are well supported by the REC.

JaM promotes and supports the gospel notion of 'service' through student volunteering to build, support and share in the life, faith and love of our College community.

Youth empowerment program

In becoming a MindMatters School St Francis de Sales College provides our students with the opportunity to be involved in the MindMatters Youth Empowerment Process (YEP). YEP enables and supports all students to be leaders of mental health promotion in their own lives, our College and our community. YEP students are active in organising and running student activities, events, assemblies and workshops that promote and build a better understanding and awareness for mental health and wellbeing through mentoring and peer teaching practices.

YEP aims to strengthen student leadership and participation for mental health promotion by:

- reinforcing the commitment of school communities to providing an active role for young people
- developing mental health and mental health promotion knowledge and skills using the MindMatters resources
- building the confidence and capacity of young people to lead
- identifying opportunities and responsibilities to lead, act and participate
- providing supportive teacher strategies.

(Seven steps to Youth Empowerment, Mindmatters, 2012)

Any Year 8-12 student that would like to be involved in the YEP are welcome to join the YEP group. Training and support will be provided for students that would like to join this group. This is a youth driven and youth focused program for young people. We believe that young people learn best from their peers, creating a sustainable model for the program to operate in our College with the support and guidance of MindMatters and College staff.

Sustainability Leader

The Sustainability Leader (currently Recycling Representative) is a semester position in the Junior School that encourages leadership and participation in sustainability practices. A leader is selected from each class. Stewardship of our environment is an important responsibility we all share; it is part of our Catholic identity and call. The sustainability leaders will be supported by a teacher and form an integral part of the Junior School leadership team.

The Sustainability Leaders are essentially responsible for:

- caring for the school environment
- leadership of wrapper free days and recycling initiatives
- looking after the worm farms, marketing and sale of the liquid fertiliser
- care of the garden beds and sustainability projects in the junior school (in conjunction with other leaders and teachers).

LEADERSHIP REVIEW

There will be opportunity for students to receive feedback on their leadership tenure.



APPENDIX A: APPLICATION FORM JUNIOR SCHOOL CAPTAINS

To be completed during Term 4

Procedure Coordinator: Head of Junior School

Roles:

Commitment to assist with all R-5 Events and report to the Head of Junior School on a fortnightly basis:

- represent the College at outside events and College events. Support the work of House Captains and meet with them on a regular basis and discuss activities
- be an excellent role model and have pride in the College
- commitment to liturgical and social justice events e.g. Youth Mass
- involvement in spiritual e.g. JaM, Liturgies, cultural, e.g. debates, chess etc, learning e.g. Maths competitions etc and other College activities)
- communicate with staff, concerns or initiatives and Chair the Junior School SRC; extended time commitment in a Leadership Program
- promotion of sport, cultural and spiritual active lifestyles in Junior School
- involving and encouraging student involvement in all Junior School activities.

Name: _____ **Boy / Girl** (Please circle)

Homeroom: _____ **House:** _____

Why do you want to be a Junior School Captain?
What qualities do you have that would make you a good captain?
What sports/music/drama/spiritual and/or other activities do you currently undertake for St Francis de Sales College?
How are you going to contribute to improve overall involvement at St Francis de Sales College?
How much time are you willing to contribute to the Junior School captaincy position?
Is there anything else you want to tell our College about yourself?



APPENDIX B: APPLICATION FORM JUNIOR SCHOOL HOUSE CAPTAINS

To be completed during Term 4

Procedure Coordinator: Head of Junior School

Roles:

- commitment to assist with all Junior School House Events; i.e. training, organisation, officiating, participation, promotion (swimming, athletics and cross country based carnivals, both intra and inter school events and activities)
- involvement in, spiritual e.g. JaM, Liturgies, cultural, e.g. debates, chess etc, learning e.g. Maths competitions etc. and other College activities)
- action-based leadership through Youth Masses, liturgies and social justice priorities
- communicate with staff, concerns or initiatives and work with a designated House staff leader
- extended time commitment in a Leadership Program
- promotion of sport, cultural and spiritual active lifestyles in Junior School
- involving and encouraging student involvement in House activities.

Name: _____ **Boy / Girl** (Please circle)

Homeroom: _____ **House:** _____

Why do you want to be a House Captain?

What qualities do you have that would make you a good captain?

What sports/music/drama/spiritual and/or other activities do you currently undertake for St Francis de Sales College?

How are you going to contribute to improve House involvement at St Francis de Sales College?

How much time are you willing to contribute to the House captaincy position?

Is there anything else you want to tell our College about yourself?



APPENDIX C: APPLICATION FORM YEAR 9 CAPTAINS

To be completed during Term 4

Procedure Coordinator: Head of Middle School

Roles:

- commitment to assist with all Years 6-9 events and report to the Head of Middle School on a fortnightly basis
- represent the College at outside events and College events. Support the work of House Captains and meet with them on a regular basis and discuss activities
- involvement in and support of the Catholic identity of the College
- action-based leadership through Youth Masses, liturgies and social justice priorities
- communicate with staff, concerns or initiatives and involve themselves in the SRC; extended time commitment in a Leadership Program
- promotion of sport, cultural and spiritual active lifestyles in Middle School
- involving and encouraging student involvement in all Middle School activities.

Name: _____ **Boy / Girl** (Please circle)

Homeroom: _____ **House:** _____

Why do you want to be a Year 9 Captain?
What qualities do you have that would make you a good captain?
What sports/music/drama/spiritual and/or other activities do you currently undertake for St Francis de Sales College?
How are you going to contribute to improve overall involvement at St Francis de Sales College?
How much time are you willing to contribute to the Year 9 captaincy position
Is there anything else you want to tell our College about yourself?



APPENDIX D: APPLICATION FORM MIDDLE SCHOOL HOUSE CAPTAINS

To be completed during Term 4

Procedure Coordinator: Head of Middle School

Roles:

- commitment to assist with all Middle School House Events; i.e. training, organisation, officialing, participation, promotion (swimming, athletics and cross country based carnivals, both intra and inter school events and activities)
- involvement in and support of the Catholic identity of the College
- be an excellent role model and have pride in the College
- communicate with staff, concerns or initiatives and work with a designated House staff leader
- extended time commitment in a Leadership Program
- promotion of sport, cultural and spiritual active lifestyles in Middle School
- involving and encouraging student involvement in House activities.

Name: _____ **Boy / Girl** (Please circle)

Homeroom: _____ **House:** _____

Why do you want to be a House Captain?
What qualities do you have that would make you a good captain?
What sports/music/drama/spiritual and/or other activities do you currently undertake for St Francis de Sales College?
How are you going to contribute to improve House involvement at St Francis de Sales College?
How much time are you willing to contribute to the captaincy position?
Is there anything else you want to tell our College about yourself?



APPENDIX E: COLLEGE CAPTAIN PID

POSITION:	College Captain
RESPONSIBLE TO:	Principal
TENURE:	One year

To be completed during Term 3

1 BROAD PURPOSE

Two students, a male and female, will be chosen from the Year 11 students during Term 3 to represent the College in key areas of responsibility. College Captains will support and emulate the heart values of the College.

The key role of the College Captains is to represent the College within and beyond the College community. The College Captains have a significant leadership role in the College and will report to the College team through regular meetings. The College Captains will ensure the Catholic values of the College are clearly articulated and evidenced in every aspect of their role.

It is expected that each of the College Captains would facilitate effective communication between students and the rest of the College community and that, by their actions and the spirit in which they present themselves be meritorious ambassadors for the College.

2 DUTY STATEMENT

The College Captains will be responsible for:

i) Representing the College in the wider community.

This involves:

- attending Church and civic functions on behalf of St Francis de Sales College students (e.g. Lion's Club, College Youth Masses, Archbishop's Youth Mass, Governor's function)
- representing St Francis de Sales College students at meetings of parents and other members of the wider school community. (e.g. Centenary Functions, Board meetings, parent evenings, open evenings, funerals)
- Representing St Francis de Sales College within the Mount Barker/Strathalbyn Parish
- Coordinating the Pillar Group and meet with House leaders regularly seeking their input and service in College activities and supporting House leaders.

ii) Role modelling the College's expectation of students

This involves:

- championing the expectations of students regarding uniform, etiquette and appearance
- interacting with other students and with staff appropriately whilst maintaining the ethos of the College and respecting the dignity of all concerned
- participating in and encouraging student involvement in College functions (e.g. Retreats, formal , Assemblies, College and Youth Masses)
- participating in and encouraging student involvement in the religious dimension of the College (e.g. Feast Day Mass, Liturgies, assemblies).

iii) Representing student concerns and needs to the College Executive Team and the College Board.

This involves:

- ensuring regular and effective communication between the College Executive and the student body
- working in close cooperation with the Principal and assisting him/her in building high levels of leadership and morale
- Providing strategic leadership in the Justice and Ministry Team (JaM) and/or the Student Representative Council (SRC).

3 PROCEDURE

The process of selection will take place in each year as follows:

Term 3

Week 9 Monday	Nominations and letter to Principal
Week 9 Wednesday	Panel and student presentation (Years 9-11)
Week 10 Friday	Interview, selection and announcement

Term 4

Week 2 Friday	Handover to new Captains
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APPENDIX F: PILLAR PID

POSITION: Pillar of College

RESPONSIBLE TO: Principal

TENURE: One year

To be completed during Term 3

1 BROAD PURPOSE

Pillars will support and emulate the heart values of the College. This call to leadership invites student leaders to set a standard of achievement and conduct that enables the College to flourish in all areas of endeavor.

It is expected that each of the Pillars will communicate effectively with students, staff and the wider College community and that, by their values, actions and conduct, be great ambassadors for the College in the following areas:

- Faith and Service
- Community engagement
- Cultural diversity
- Learning and achievement
- Sport and teamwork

2 DUTY STATEMENT

The Pillars will be responsible for:

i) **Representing the College in the wider community**

This involves:

- attending Church and civic functions on behalf of St Francis de Sales College students
- representing St Francis de Sales College students at meetings of parents and other members of the wider College community
- Representing St Francis de Sales College within the Mount Barker/Strathalbyn Parish.

ii) Role modelling the College's expectation of students.

This involves:

- showcasing the expectations of students regarding conduct, uniform and appearance
- interacting appropriately with other students, supporting the ethos of the College and respecting the well-being and dignity of others
- participating in and fostering student involvement in College functions. (e.g. Retreats, formal , Assemblies, College and Youth Masses)
- participating in and fostering student involvement in the religious dimension of the College (e.g. Feast Day Mass, Liturgies, assemblies).

iii) Representing student concerns and needs to the College administration.

This involves:

- being a general means of communication between the College Executive and the student body
- working in close cooperation with the members of the College Executive
- Working in a leadership capacity in the Justice and Ministry Team (JaM) and/or the Student Representative Council (SRC).

3 PROCEDURE

The process of selection will take place in each year as follows:

Term 3

Week 9 Monday	Nominations and letter to Principal
Week 9 Wednesday	Student presentation (Years 10 - 11)
Week 10	Interview, selection and announcement

Term 4

Week 2 Friday	Handover to new Pillars
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APPENDIX G: YEAR 12 HOUSE CAPTAIN PID

POSITION:	House Captain and Vice Captain
RESPONSIBLE TO:	Principal, Deputy Principal and House Staff Representative
TENURE:	One year

To be completed in Term 4

1 BROAD PURPOSE

Four students will be selected as House Captains and four as Vice-captains at R-5, 6-9 and 10-12 year levels. This provides another platform for increased student involvement in leadership opportunities and engagement within the College. Responsibility and support for these House roles will be designated to staff in these particular teaching year levels. Two for each House at Junior School, Middle School and Senior School levels.

All student leadership positions will support and emulate the foundational and heart values of the College. This means that there are core values and beliefs for which we will not abdicate our responsibility. This call to leadership is setting a standard where the individual and the community are called to achieve and be people of integrity.

It is expected that each of the Student Leaders would facilitate effective communication between students and the rest of the College community and that, by their actions and the spirit in which they present themselves, they would be ambassadors for the College.

2 DUTY STATEMENT

The role involves:

- supporting the House Captains in the development of a sense of College and House spirit amongst students;
- meeting with College Captains and Pillars
- responsibility for developing House activities
- organisation and running of sports events.

3 PROCEDURE

The process of selection will take place in **Term 4** each year as follows:

Week 3	Nominations and letter to Principal
Week 4	House presentations and voting
Week 5	Announcement