

"Honour Above Honours"

Biloela State High School

Locked Bag 2, Biloela 4715 Ph: 07 4992 8666
Email: admin@biloelashs.eq.edu.au
Web: <http://biloelashs.eq.edu.au>
Facebook: Biloela State High School
ABN : 535 684 234 76

STUDENT LEADERSHIP POLICY

Rationale

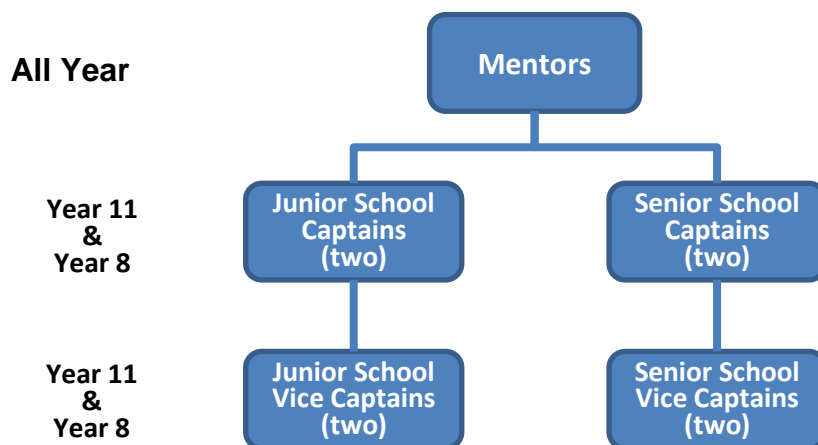
The student leadership program at Biloela State High School, aims to enhance students' personal, social and leadership capacities in order to increase their potential for life success and their ability to contribute to and lead in their community. It is a leadership and personal development program which fosters a universal benefit for all students, regardless of gender or academic ability and is particularly effective in enhancing educational outcomes, developing leadership and planning skills, confidence, commitment, self-esteem and wellbeing.

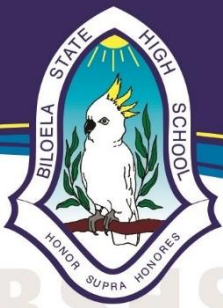
This program follows a financial year timeline and begins in Year 8 with junior leaders beginning their journey in semester 2. They then pass the baton onto the new leaders at the start of semester 2 Year 9. Our senior leaders begin in semester 2 of Year 11 and finish at the start of semester 2 in Year 12, allowing them to focus on their studies during this crucial time of their schooling.

Their Year Level Coordinator; who moves with them through their years at Biloela State High School guides them through each year level. Their focus is to mentor and encourage all students throughout this process.

Overview

School captains:



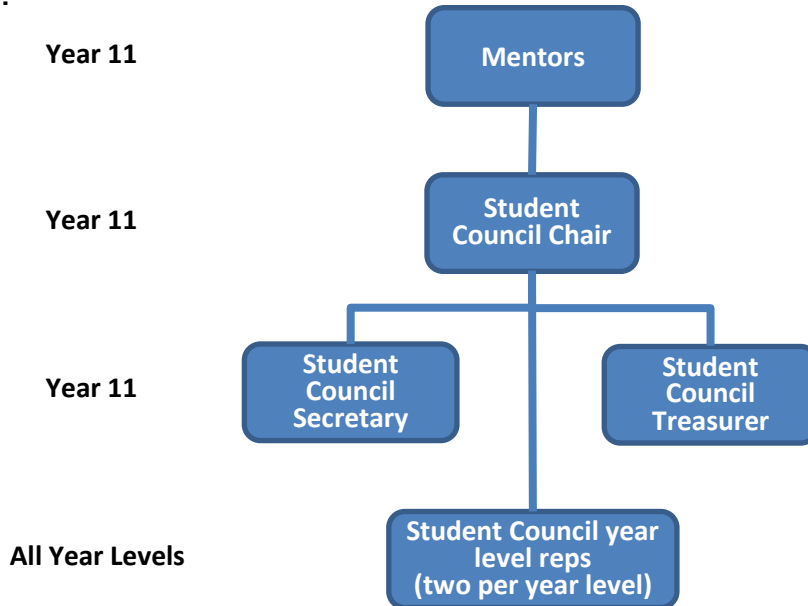


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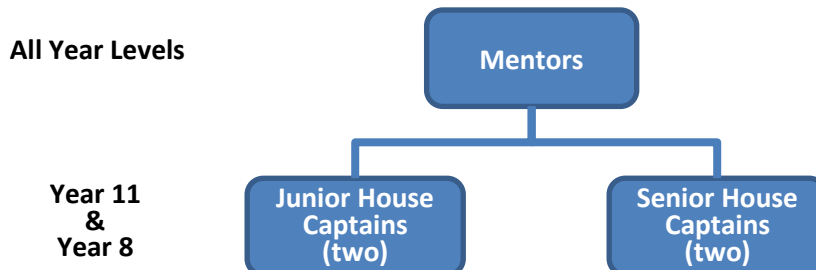
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Student Council:



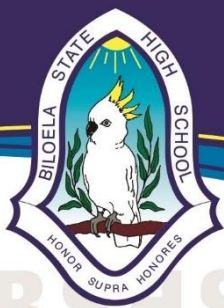
Sporting Houses:



Leadership Position Roles include:

Mentor:

- Be a positive role model to all students at Biloela State High School
- Participate in community events supported by the school and support staff/students at formal occasions
- Attend mentor meetings and take on organisational/leadership roles within the mentor group
- Assist other leaders (School/Vice/House Captains) and staff when required. Examples include helping PGD teachers, meet/greet new students with relevant Year Level Co-ordinator, greet visitors to the school, run lunchtime activities
- Advocate for and represent the student body at Biloela State High School
- Being punctual and model correct behaviours for students
- Attendance above 92%



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Senior Secondary School Captains/Vice Captains:

- Be a positive role model to all students at Biloela State High School
- Advocate for and represent the student body at Biloela State High School
- Represent Biloela State High School at formal occasions and ceremonies
- Chair the annual Awards Night and assist with similar events
- Run/compare school parades
- Attend Student Council meetings
- Write annual report for the school magazine
- Drive Year 12 Improvement Project (optional)
- Encouraged to enter public speaking competitions
- Liaise with the school leadership team, student leaders, Student Council and Year Level Coordinator

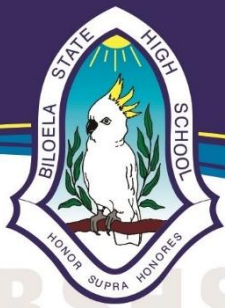
Junior Secondary School Captains/Vice Captains:

- Be a positive role model to junior secondary students at Biloela State High School
- Advocate for and represent the junior student body at Student Council
- Represent Biloela State High School at formal occasions and ceremonies
- Chair School Parades
- Write articles for the school newsletter as required
- Encouraged to enter public speaking competitions
- Attend Student Council meetings
- Liaise with the school leadership team, student leaders, Student Council and Year Level Coordinator

Junior and Senior Secondary House Captains:

- Be a positive role model to all students at Biloela State High School
- Foster house spirit (create and organise cheers, encourage student participation)
- House Captain will run house parades
- Help house master at carnivals (organise equipment, help organise students & events)
- Organise and run at least 1 lunchtime competition per year (1 house/term)
- Liaise with House Captains, House Masters & Year Level Coordinators
- Write a report for the school magazine, Narina.
- Liaise with House Masters to chair term parades and lunchtime activities:

Term	Parades	Lunchtime Activities
1	Burnett – Recognition	Lavarack
2	Flinders – Showcase	Paterson
3	Paterson – Leadership Investiture	Flinders
4	Lavarack – Graduation Ceremony	Burnett



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Year 11 students will fill the following positions:

Student Council Executive

Student Council Chair:

- Attend all Student Council meetings
- Attend executive meetings prior to general meeting to organise agenda
- Run executive meeting prior to general meeting to organise agenda
- Bring agenda items to the executive meeting and where possible create an agenda for Student Council prior to meeting
- Run fortnightly Student Council meetings
- Liaise with Principal, School Captains/Vice Captains, Student Representative Council Coordinator and Year Level Coordinator
- Where appropriate, give update of Student Council activities on full school parade

Student Council Secretary:

- Attend all Student Council meetings
- Attend executive meetings prior to general meeting to organise agenda
- When possible publish agenda
- Take minutes of student council meetings
- Publish minutes of these meetings and disseminate as per agenda
- Email all files to the Student Representative Council Coordinator to save on common drive/stud council/ under the year and date
- Receive mail and record as correspondence
- Prepare outgoing correspondence
- Report to meetings regarding correspondence in and out

Student Council Treasurer:

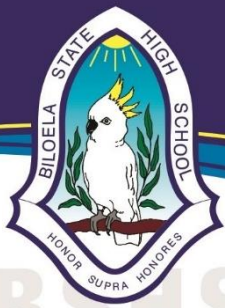
- Attend all Student Council meetings
- Attend executive meetings prior to general meeting to organise agenda
- Keep monetary records
- Liaise with School Business Manager and the Student Representative Council Coordinator
- Present report at Student Council meetings

Note: Student Council Executive meetings will occur in student's own time (lunch breaks).

Students from Year 7 to 12 will fill the following positions:

Student Council Representatives:

- Attend Student Council meetings
- Advocate for and represent the student body at Biloela State High School, in particular, your Year Level
- Assist the Student Council when required
- Record information to take to Year Level
- Report back to Year level on parades



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- Collect information from student body (mainly from Year level) and report back to Student Council

Staff support for Student Council

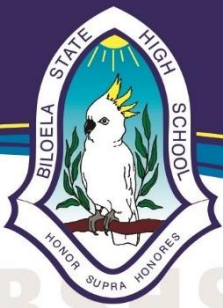
Role of the facilitating (support) teacher for Student Council:

(Includes but not limited to)

- Educate the Student Council Chair, Secretary and Treasurer on acceptable meeting procedure.
- Help Student Council Executive organise agendas/minutes/reports for Student Council.
- Save minutes onto the school drive.
- Educate Student Council on necessary legal requirements/school policy for events and proposals. Supervise the organisation of the activity, proofread and submit any necessary paperwork.
- Encourage all members of Student Council to actively participate.
- Facilitate student action.
- Assist Student Council Executive to liaise with Principal/Deputy Principals, Registrar, Staff and P&C if needed
- May report agenda items to staff (via memo or meeting) if needed.
- Assist with daily notices, photocopying, making phone calls etc.
- Ensure Student Council has required resources including space/folders on computer drives with restricted access.
- Report on any student not performing their required role and may need to follow 'removal of position' procedures.
- Support Teacher does not need to be a Year Level Coordinator or Head of Department.

Removal of position

- All students are expected to adequately fulfil their role (outlined above) in order to maintain their position.
- Decisions are made by the Principal in close consultation with Year Level Coordinator and Deputy Principals.
- In extreme cases where student safety has been jeopardised no warning is necessary.
- Verbal warning given, written notice kept by Year Coordinator, parents/guardians notified.
- Procedure put into place to monitor behaviour.
- If procedure is not followed and student continues poor performance written confirmation is given that the position has been relinquished.



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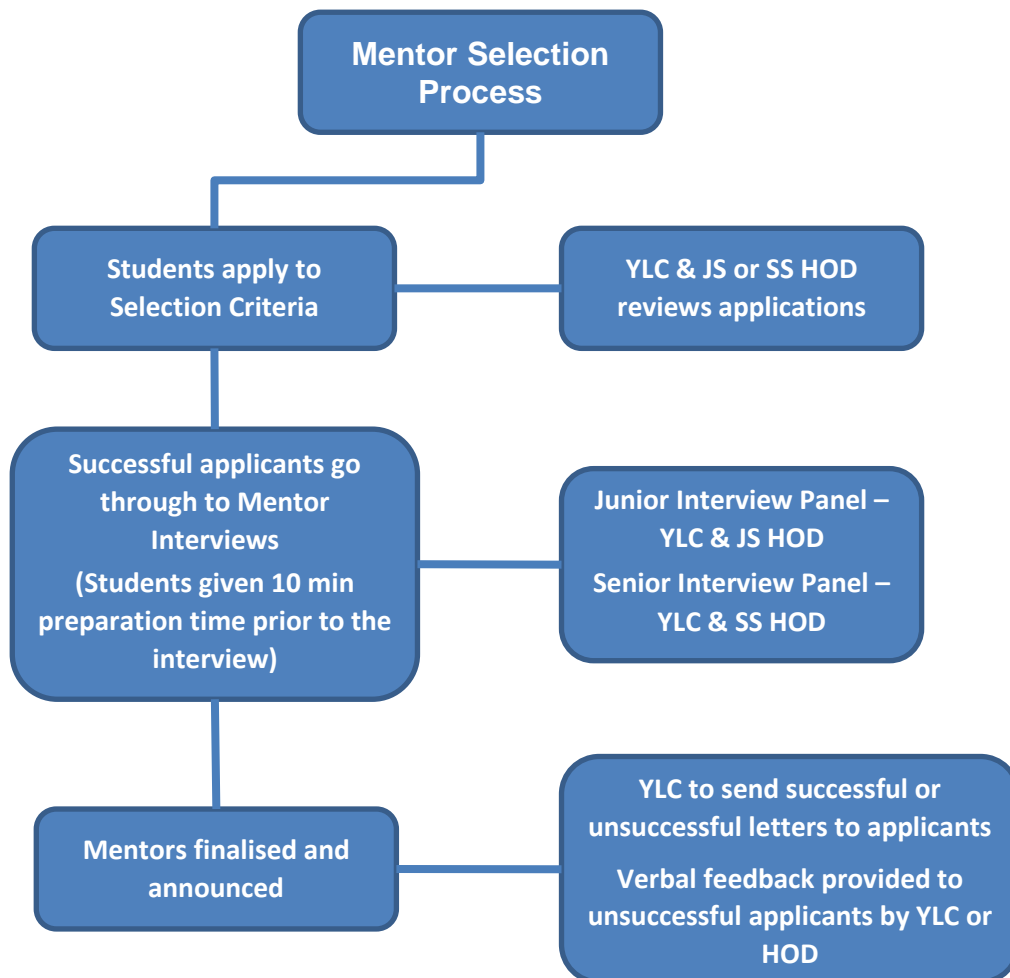
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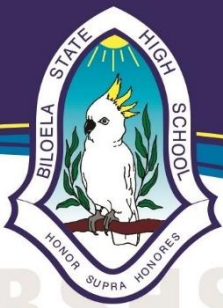
Selection process – Mentor:

Students wishing to apply for Mentorship at Biloela State High School will apply via written application to a selection criteria.

Please note, previous mentors will need to reapply and go through the selection process each leadership year. The relevant Year Level Coordinator and JS/SS HOD will review applications.

Where there may be a conflict of interest for panel members, a new panel member will be selected at the discretion of the Principal.





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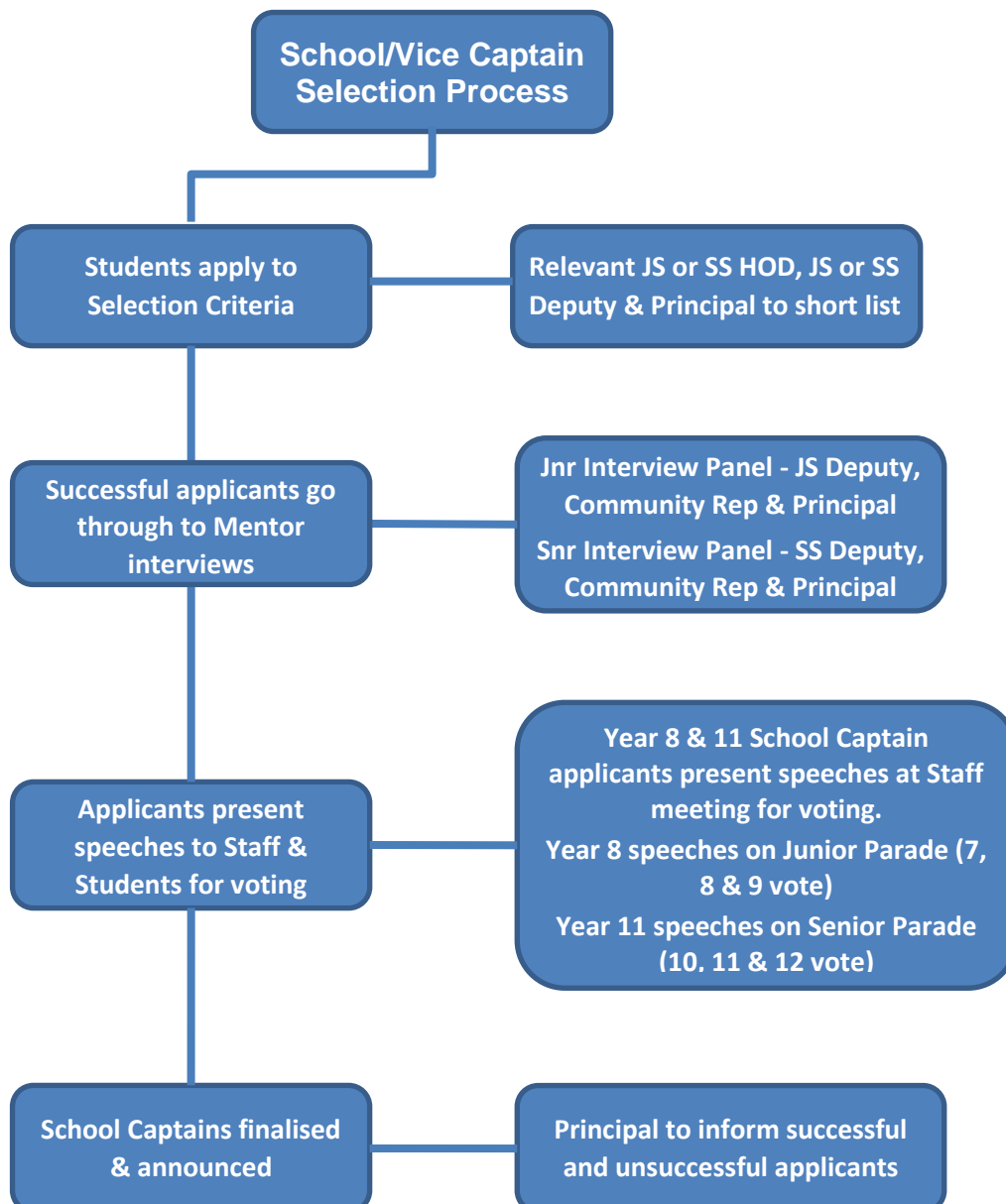
Selection process – Senior & Junior School/Vice Captains:

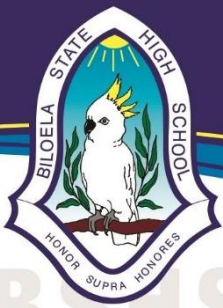
Students wishing to apply for School Captain positions must be a Mentor at Biloela SHS. They will apply via written application to a selection criteria. The relevant JS/SS HOD, JS/SS Deputy and Principal will review applications and short list.

Applicants will write a short 2 – 3 minute speech to present to staff and students for voting.

Students will also go through an interview process with the panel consisting of the relevant Junior/Senior Secondary Deputy, Principal and Community representative (organised by the Principal).

Where they may be a conflict of interest for panel members, a new panel member will be selected at the discretion of the Principal





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Criteria for School Captain provided to students at the beginning of the process and used by the Panel to make judgements.

Students elected to positions following three processes that contribute to the final selection. The following weighting of each step contributes to the overall selection:

1. **Teacher Voting – 30%**

Students present a speech at a staff meeting for teachers to vote. Preferential voting system followed.

2. **Student Voting – 30%**

Students present a speech to their fellow students on a student parade. Students vote for their preferred student leaders from a list of nominees. In Senior Secondary, Year 10, 11 & 12 students vote. In Junior Secondary, Year 7, 8 & 9 students vote.

3. **Interview – 40%**

The final part of the leadership selection process is to interview the shortlisted applicants. The panel consists of the Principal, Junior/Senior Secondary Deputy and a community Representative chosen by the Principal.

In preparation for the interview, students will be given the questions 10 minutes prior to their interview time. This will allow 10 minutes of preparation and planning time.

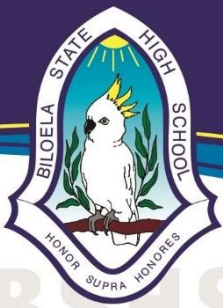
The panel takes notes and uses the IMAGE scale to rate student responses. The Principal is chair of the group and facilitates the decision making process.

The results of the above three processes are reduced to a rank order which is then added together. The student with the lowest result is elected School Captain. The second placed student is elected Vice Captain. Where there is a tie, the Principal facilitates a discussion to reach consensus on the most suitable applicant based on the information from the leadership process.

Selection process – Senior/Junior House Captains:

Students wishing to apply for House Captain positions will participate in the following application process:

- Students must be a Mentor
- Students apply via written application to a selection criteria. The relevant JS/SS HOD, JS/SS Deputy and Principal will review applications
- Applicants will present speeches to students for voting on House parades
- Preferential voting will be used (2x Junior and 2x Senior House Captains)



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Selection process – Student Council Committee:

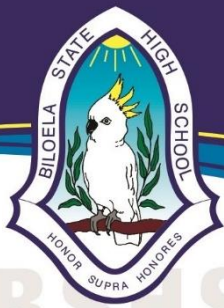
Students wishing to apply for Student Council positions will participate in the following application process:

1. Student Council Representative:

- Students must be a Mentor
- Two per year level – year 7, 8, 9, 10
- Nominations managed by the relevant Year Level Coordinator
- Voting occurs on year level parades (each year level votes for their respective reps)
- Preferential voting system

2. Student Council Executive team (Year 11):

- Students must be a Mentor
- School captains are ineligible for these positions as they are automatically on the Student Council
- Nominations managed by the year 11 Year Level Coordinator
- Speeches to be held on Year 11 parade with the year 11 cohort only voting
- Preferential voting system



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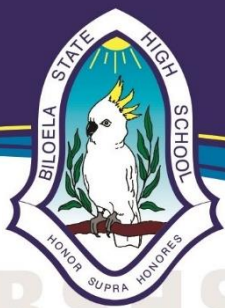
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Student Leadership Timelines

Term Two

Week	Task	Responsible Officer
1	Mentor applications handed out to year 8 & 11	Year 8 YLC Year 11 YLC
2	Mentor application due year 8 & 11 Wednesday	Year 8 YLC Year 11 YLC
	Mentor shortlist applications year 8 & 11 by Friday Successful/unsuccessful letters issued with interview times for successful applicants	Year 8 YLC & JS HOD Year 11 YLC & SS HOD
3	Interview shortlisted applicants for mentors year 8 & 11	Year 8 YLC & JS DP Year 11 YLC & SS DP
	Successful/unsuccessful letters issued by Friday	Year 8 YLC Year 11 YLC
	Community representative organised for leadership interviews in week 5	Principal
4	Leadership applications handed out to year 8 & 11 Monday	Year 8 YLC Year 11 YLC
	Mentor applications handed out to year 7, 9 & 10 Monday	Year 7 YLC Year 9 YLC Year 10 YLC
5	Leadership applications due year 8 & 11 Monday	Year 8 YLC Year 11 YLC
	Leadership applications shortlisted year 8 & 11 by Tuesday Successful/unsuccessful letters issued with interview times for successful applicants	JSDP or SSDP Principal Community representative
	Mentor application due year 7, 9 & 10 Wednesday	Year 7 YLC Year 9 YLC Year 10 YLC
	Mentor review applications year 7, 9 & 10 by Friday	Year 7 YLC & JS HOD Year 9 YLC & JS HOD Year 10 YLC & SS HOD
	Leadership interviews year 8 & 11 Thursday & Friday	JSDP or SSDP Principal Community representative
6	Mentor year 7, 9 & 10 successful/unsuccessful letters issued	Year 7 YLC Year 9 YLC Year 10 YLC
	School captain speeches year 8 & 11 to staff meeting Tuesday	Year 8 YLC Year 11 YLC
	School captain speeches year 8 to Junior parade Wednesday (year 7, 8 & 9 vote)	Year 8 YLC
	School captain speeches year 11 to Senior parade Thursday (year 10, 11 & 12 vote)	Year 11 YLC



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7	House captain speeches on house parades	Year 8 YLC Year 11 YLC
	Nominations for student council representatives (2 per year level from mentors) year 7, 8, 9 & 10	Year 7 YLC Year 8 YLC Year 9 YLC Year 10 YLC
8	Voting for student council representatives (each year level votes) year 7, 8, 9 & 10	Year 7 YLC Year 8 YLC Year 9 YLC Year 10 YLC
	Student council executive speeches on year 11 parade	Year 11 YLC
9	Positions confirmed and announced	Year 8 YLC Year 11 YLC Principal
	Ensure badges have been ordered	Year 8 YLC Year 11 YLC
10		

Term Three

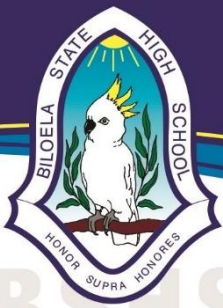
Week	Task	Responsible Officer
1		
2		
3	Leadership Investiture parade Monday	Paterson House Masters Year 8 YLC Year 11 YLC

Endorsement

This policy was developed in consultation with the school community and meets identified school needs and systemic requirements.

Heather Murry
Principal
Monday 18th March, 2019

Chris McKinley
P&C President
Monday 18th March, 2019



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APPENDIX ONE



Biloela State High School Mentor Application



Name: _____ Year level: _____

Mentors are chosen based on their

- behaviour
- organisation
- personal qualities

Please consider these when addressing the following selection criteria. Provide evidence of proven leadership roles.

Your selection criteria should be no longer than two A4 pages and can be typed or handwritten.

Selection Criteria

1. Explain why you are applying for this position.
2. Describe what makes you a good mentor to other students.
3. Explain how you have been involved in or promoted this school in your time here.
4. Describe one thing you would change about Biloela SHS and justify your reasoning.
5. List the school and extra-curricular activities you have been involved in during your time at Biloela State High school. (Carnivals / door knocks etc).
6. List any other evidence/qualities you have that you believe the Selection Committee should know about to support your application. (This could involve community leadership positions).

You must attain some signatures from staff to support your application.

Statement of endorsement (reference) by staff:

I currently teach, and am therefore able to support, the nomination of this student to the position of Mentor.

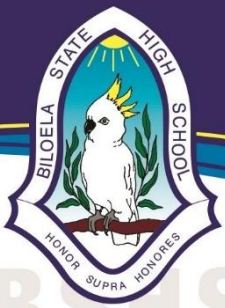
Name: _____ Signature: _____ Date: ____/____/____

I currently teach, and am therefore able to support, the nomination of this student to the position of Mentor.

Name: _____ Signature: _____ Date: ____/____/____

I support the nomination of this student to the position of Mentor.

Name: _____ Signature: _____ Date: ____/____/____



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APPENDIX TWO

Interview Permission Slip - Template



Mentor Interview out of class permission slip.

Please excuse _____ for 20 minutes as she/he has a Mentor interview at the office at _____ am/pm on ___/___/____. The student is to arrive 10min early to prepare for the interview. This slip will be signed by one of the panellists upon return.

Panellist Signature: _____



Mentor Interview out of class permission slip.

Please excuse _____ for 20 minutes as she/he has a Mentor interview at the office at _____ am/pm on ___/___/____. The student is to arrive 10min early to prepare for the interview. This slip will be signed by one of the panellists upon return.

Panellist Signature: _____



Mentor Interview out of class permission slip.

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Panellist Signature: _____



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Panellist Signature: _____



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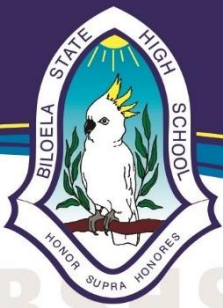
Panellist Signature: _____



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Panellist Signature: _____



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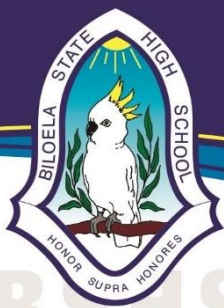
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APPENDIX THREE

Interview schedule – Template

Interview Day	
Before School	8:15am 8:25am
P1	9:05am 9:25am 9:45am
P2	10:15am 10:35am 10:55am 11:15am
Lunch	11:35am 11:55am
P3	12:15pm 12:35pm 12:55pm
Second Break	1:15pm 1:35pm
P4	1:55pm 2:15pm 2:35pm 2:55pm
After School	3:15pm 3:35pm



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APPENDIX FOUR

Successful Senior/Junior Mentor - Letter Template

29th May 2018

Dear

Thank you for your application to be a **Year 11** Mentor for the **2018/19** Leadership Year. We are delighted to inform you that following your interview, you have been successful.

It is clear you are willing to consistently uphold the school behaviour expectations and strive to be a role model for your younger peers. With this in mind, the school would like to offer you the opportunity to apply for a **Senior** Leadership Position. Please find attached the Leadership Application Form with the description of the positions for which you can apply. We wish you the very best throughout this process.

If you have any enquiries, please do not hesitate to contact us. We look forward to working with you!

Yours sincerely

Name Year 11 Coordinator	Name Senior School HOD	Name Senior Deputy Principal	Name Principal
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APPENDIX FIVE

Unsuccessful Senior/Junior Mentor – Letter Template

6th June 2018

Dear

Thank you for your application to be a Mentor for the **2018/19** Leadership Year. We are sorry to inform you that you have not been successful.

The panel have decided that your application does not meet the Mentor criteria. We do not wish to dishearten your aspirations to be a part of the leadership team and encourage you to consistently uphold the school behaviour expectations, strive to be a role model for younger peers and continue to develop your leadership qualities in the future. Please consider reapplying next year. We wish you the very best with your future leadership aspirations.

If you have any enquiries, please do not hesitate to contact us.

Yours sincerely

Name Year 11 Coordinator	Name Senior School HOD	Name Senior Deputy Principal	Name Principal
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APPENDIX SIX



Biloela State High School Leadership Applications 2018/19 All leaders must be Mentors



Name: _____ Year level: _____

Please indicate what roles you intend to apply for by ticking the boxes

Tick in the relevant box – junior or senior	Junior	Senior
School Captain / Vice Captain		
House Captain / Vice Captain		
Student Council Executive Position (Any) or...	N/A	
Chair	N/A	
Secretary	N/A	
Treasurer	N/A	

Please address the following selection criteria.

Your selection criteria should be no longer than two A4 pages and can be typed or handwritten.

Selection Criteria

1. Describe the characteristics you think make a good leader. Provide examples of how you have demonstrated this.
2. Describe the opportunities you could have at Biloela State High School as a leader.
3. Explain the challenges you may face as a leader at this school. Identify how you might overcome these.

Statement of endorsement (reference) by staff:

I currently teach, and am therefore able to support, the nomination of this student to the position of student leader.

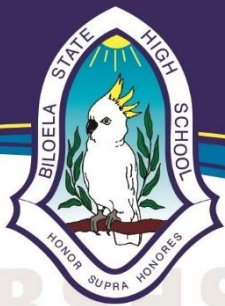
Name: _____ Signature: _____ Date: ____/____/____

I currently teach, and am therefore able to support, the nomination of this student to the position of student leader.

Name: _____ Signature: _____ Date: ____/____/____

I support the nomination of this student to the position of student leader.

Name: _____ Signature: _____ Date: ____/____/____



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APPENDIX SEVEN

Leadership Interview Slip - Template



Leadership Interview out of class permission slip.

Please excuse _____ for 20 minutes as she/he has a Leadership interview at the office at _____ am/pm on ___/___/____. The student is to arrive 10min early to prepare for the interview. This slip will be signed by one of the panellists upon return.

Panellist Signature: _____



Leadership Interview out of class permission slip.

Please excuse _____ for 20 minutes as she/he has a Leadership interview at the office at _____ am/pm on ___/___/____. The student is to arrive 10min early to prepare for the interview. This slip will be signed by one of the panellists upon return.

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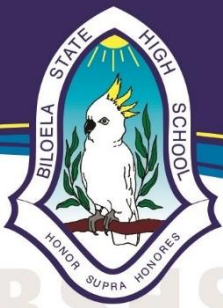
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Panellist Signature: _____



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APPENDIX EIGHT

Interview times – Template

School Captain/Vice Captain Applicants

DATE:		
Preparation Time	Interview Time	Student
10:10am	10:20am	
10:25am	10:35am	
10:40am	10:50am	
10:55am	11:05am	
11:05am	11:15am	
11:20am	11:30am	
11:35am	11:45am	
11:50am	12:00pm	

APPENDIX NINE

School Captain – Junior/Senior shortlist letter

Successful– Template

6th June 2018

Dear

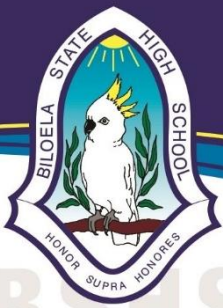
Thank you for your application to be a **Junior/Senior** School Captain for the **2018/19** Leadership Year. We are delighted to inform you that following your application, you have been shortlisted.

It is clear that you have demonstrated leadership qualities throughout the process thus far. Therefore we wish to offer you a formal interview on **Monday 11th June** at **____am/pm** and the opportunity to speak in front of staff and peers. Please see attached a detailed outline of the next step of the leadership selection journey. We wish you the very best throughout this process.

If you have any enquiries, please do not hesitate to contact us. We look forward to working with you!

Yours sincerely

Heather Murry
Principal



Biloela State High School

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Selection Process - Junior/Senior School Captain

Students elected to positions following three processes that contribute to the final selection. The following weighting of each step contributes to the overall selection:

1. **Teacher Voting – 30%**

Students present a speech at a staff meeting for teachers to vote. Preferential voting system followed.

2. **Student Voting – 30%**

Students present a speech to their fellow students on a student parade. Students vote for their preferred student leaders from a list of nominees. In Senior Secondary, Year 10, 11 & 12 students vote. In Junior Secondary, Year 7, 8 & 9 students vote.

3. **Interview – 40%**

The final part of the leadership selection process is to interview the shortlisted applicants. The panel consists of the Principal, Junior/Senior Secondary Deputy and a community Representative chosen by the Principal.

In preparation for the interview, students will be given the questions 10 minutes prior to their interview time. This will allow 10 minutes of preparation and planning time.

The panel takes notes and uses the IMAGE scale to rate student responses. The Principal is chair of the group and facilitates the decision making process.

The results of the above three processes are reduced to a rank order which is then added together. The student with the lowest result is elected School Captain. The second placed student is elected Vice Captain. Where there is a tie, the Principal facilitates a discussion to reach consensus on the most suitable applicant based on the information from the leadership process.

Selection Process - Junior/Senior House Captain

Students wishing to apply for House Captain positions will participate in the following application process:

- Students must be a Mentor
- Students apply via written application to a selection criteria. The relevant JS/SS HOD, JS/SS Deputy and Principal will review applications
- Applicants will present speeches to students for voting on House parades
- Preferential voting will be used (2x Junior and 2x Senior House Captains)

Selection Process - Student Council Committee

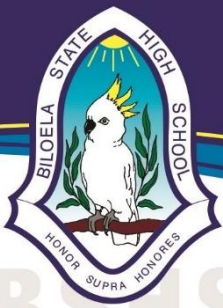
Students wishing to apply for Student Council positions will participate in the following application process:

1. **Student Council Representative:**

- Students must be a Mentor
- Two per year level – year 7, 8, 9, 10
- Nominations managed by the relevant Year Level Coordinator
- Voting occurs on year level parades (each year level votes for their respective reps)
- Preferential voting system

2. **Student Council Executive team (Year 11):**

- Students must be a Mentor
- School captains are ineligible for these positions as they are automatically on the Student Council
- Nominations managed by the year 11 Year Level Coordinator
- Speeches to be held on Year 11 parade with the year 11 cohort only voting
- Preferential voting system



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APPENDIX TEN

School Captain – Junior/Senior shortlist letter

Unsuccessful– Template

6th June 2018

Dear

Thank you for your application to be a **Junior/Senior** School Captain for the **2018/19** Leadership Year. We are sorry to inform you that you have not been shortlisted.

It is clear you have demonstrated some leadership qualities throughout the process. The panel have decided that your application does not meet the School Captain criteria. We do not wish to dishearten your aspirations to be a part of the leadership team and encourage you to keep going for the other role/s you indicated interest in. We wish you the very best throughout this process.

If you have any enquiries, please do not hesitate to contact us.

Yours sincerely

Heather Murry

Principal