



Gormandale & District Primary School Student Leadership Handbook 2026



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Introduction

Our student leadership model continues to develop and adapt over time. Reflections on the 2025 structure have guided the updates made to this handbook.

All leadership positions will be promoted during Term 4, with selections finalised at the end of the school year in preparation for the following year.

We hope this guide helps students gain a clear understanding of Gormandale & District Primary School's approach to student leadership and wish our future leaders every success in their roles.

Student Leadership Belief:

At GDPS, we believe student leadership potential is inherent within all learners. Student leadership includes listening to and being able to clarify the issues of the peers they represent and advocating on their behalf. Student leaders have an increased sense of responsibility to help others and to model leadership principles and values. Trust, independence and relationships are enhanced through the development of leadership qualities.

Leadership is a vital part of lifelong learning, and every child at our school is given the chance to practise and grow as a leader. At Gormandale & District Primary School, all students are assigned a leadership role that helps them contribute to our school community.



High Expectations of our Leaders

Student Leadership Expectation:

Students who aim to gain a student leadership role need to aspire to demonstrate, understand and promote our GDPS values in every aspect of school life.

Safe



Leaders at GDPS make safety a priority in all areas of school life. They make choices that keep themselves and others free from harm—physically, socially, and emotionally. Leaders use equipment correctly, follow school routines, and look out for their peers. They create an environment where everyone feels comfortable to learn, play, and take part with confidence.

Respectful



Leaders at GDPS show respect through their words, actions, and attitudes. They treat others with kindness, fairness, and empathy, recognising that everyone's voice matters. Leaders take care of their school environment and belongings and are polite to staff, students, and visitors. They model the value of respect by listening carefully, taking turns, and celebrating differences within our community.

Learner



Leaders at GDPS are ready to grow. They approach new challenges with an open mind and see mistakes as opportunities to learn. Leaders take ownership of their learning, set goals, and reflect on their progress. They support others to succeed by sharing ideas, asking questions, and showing persistence when things get tough.



Gormandale and District Primary School Leaders model high expectations

We model high expectations when we:	This means we:
Listen attentively	<ul style="list-style-type: none"> • Look at people when they speak • Are quiet when someone else is speaking • Respond when needed
Speak politely and clearly	<ul style="list-style-type: none"> • Make sure we can be heard and understood • Look at the person we are speaking to • Use a pleasant voice
Use good manners	<ul style="list-style-type: none"> • Use common courtesies e.g. please, thank you • Take turns
Are kind and considerate of others	<ul style="list-style-type: none"> • Are friendly • Cooperate and help others • Look after our own and others' property
Move around the school	<ul style="list-style-type: none"> • Think about the personal space of others • Look where we are going
Act sensibly	<ul style="list-style-type: none"> • Keep hands and feet to ourselves • Choose sensible games • Wear our hats • Come straight to school
Stay in the right place	<ul style="list-style-type: none"> • Keep in boundaries • Play games appropriate to the playground area we are in • Are on time for lines • Go directly to and from the classroom
Use equipment safely	<ul style="list-style-type: none"> • Carry things in the correct way • Use things for their correct purpose • Put things away when we are finished
Listen to and follow instructions	<ul style="list-style-type: none"> • To make every effort to complete our work on time • Do as we are asked
Are prepared for school	<ul style="list-style-type: none"> • Bring all necessary things to school • Wear school uniform/leadership badge
Cooperate with others	<ul style="list-style-type: none"> • Take turns • Share equipment and resources • Work together
Do our best at all times	<ul style="list-style-type: none"> • Always try hard • Keep trying even when things are difficult • Have a go at everything



Leadership Attributes

Our student leaders are given support on how to become a student leader and build the following attributes:

<p>Motivated/Passionate Great leaders are passionate about their role and display an enthusiastic attitude. They are driven to fulfil their leadership role to the best of their ability. They have a clear sense of purpose about what it means to represent all students and are great at motivating others to get on with the job. Finally, all leaders will demonstrate a great sense of school pride.</p>	<p>Public Communication This is about communication with a wide range of audiences through public speaking and written mediums, such as assemblies, special school events, newspaper articles and posters. They speak clearly and confidently with school pride and a positive attitude.</p>	<p>Private Communication Good leaders are capable of communication with people at an individual level. They can talk with everyone from foundation to the principal in a one-on-one situation. They are approachable, personable, good listeners and can communicate effectively to solve problems.</p>
<p>Team Players Successful leaders are great at working with others. They know that to succeed requires a team effort and not personal glory. They show patience during difficult discussions where there are different viewpoints.</p>	<p>. Organised Being busy people, good leaders are naturally organised. They manage their time well so that they complete all classroom learning and balance leadership responsibilities. They complete leadership actions and role and are committed to organising events down to the last detail.</p>	<p>Role Model Leaders who are good role models not only pay attention to their individual acts, they encourage teamwork and co-operation, support others in their growth and learning, and recognise the positive behaviours and attitudes others display. The GDPS school values will be followed at all times.</p>
<p>Committed The best leaders go the distance. They follow their projects through from start to finish, including writing up an evaluation and some handover notes for the next leaders.</p>	<p>Visionary Great leaders are dreamers and imaginative. They are ambitious about what they can achieve and see the bigger picture. They also see the steps along the way and can map out a plan for how to get there.</p>	<p>Advocacy Good leaders are strong advocates. They have a deep concern for representing all students and listen carefully to all concerns. The best leaders are willing to represent all points of view, regardless of their personal convictions</p>



GDPS Student Leadership Team

School Captain

Vice Captain

Fundraising Leader

Deputy Fundraising Leader

Publicity Leader

Deputy Publicity Leader

ICT Leader

Deputy ICT Leader

Sports (PE & Games) Leader

Deputy Sports Leader

Yard Leader

Deputy Yard Leader

Library Leader

Deputy Library Leader

Gardening Leader

Deputy Gardening Leader

Transport Leader

Deputy Transport Leader



School Captain/Vice Captain

Role Statement:

As the most significant student leaders in the school, School Captains are expected to be ambassadors who embody the school values which are respectful positive learners. They must be approachable, reliable and trustworthy with high expectations of themselves and others. The school captains are to take an active role in all aspects of the school community and work with others to achieve the best possible outcomes. Our captains are expected to demonstrate school pride by attending all school events and discussing our school in a positive manner.

School Captains are chosen from the pool of grade 6 students for the following year. One Captain and one Vice Captain will be selected.

Eligibility:

- Must be a Grade 6 student.
- Must meet leadership criteria as outlined

Responsibilities:

- Communicate with staff, students and community members.
- Be positive role models – presentation, uniform and display behaviours that are representative of the school values.
- Public speaking – school assemblies, year level, other events.
- Be active in school community.
- Provide input in school decisions.
- Contribute to the school newsletter.
- Organise grades during school photo day.
- Implement any new ideas they have to enhance the school.
- Represent the school at the ANZAC day ceremony.
- On behalf of the school, welcome and thank any visitors/special guests.
- Be tour guides – where need be (eg – prep transitions).
- Host school events as needed (concert, mothers/father's day events).
- Cultural ambassador – promote multicultural awareness and organise events that celebrate diverse cultures within schools i.e NAIDOC week
- To wear school captain badge.
- Willing to use lunch times to meet with principal and student leader coordinator and teaching staff to discuss ideas and plan for upcoming events.
- Provide mentoring to future school captains.



PUBLICITY LEADER

Role Statement:

Publicity Leaders are responsible for helping share our school's story. They promote school events, achievements, and values by keeping our spaces looking great and by creating displays and newsletter articles. Publicity Leaders are selected from Grade 5 and 6 students.

Responsibilities:

- Attend scheduled meetings
- Write short articles or photo captions for the school newsletter when required
- Ensure hallway and front office areas are clean, tidy, and welcoming
- Check displays and noticeboards to ensure they are neat and up to date
- Assist staff with putting up or maintaining displays
- Dust and wipe surfaces as needed
- Check the uniform rack is tidy and organised
- Take photos of award winners for assemblies and events
- Make posters for upcoming events
- Share news and event reminders during assembly
- Assist with distributing notes & newsletters etc to classes when required

YARD LEADER

Role Statement:

Yard Leaders promote safe and active play by helping to organise and manage outdoor activities. They take pride in keeping our play spaces tidy and enjoyable for everyone. Yard Leaders are selected from Grade 5 and 6 students.

Responsibilities:

- Model safe and respectful behaviour during playtimes
- Set up and pack away playground and sports equipment
- Work with staff to identify games to run in the yard and appropriate rules
- Announce daily or weekly activities available to students over the PA
- Keep the playground shed clean and organised
- Unlock toilets each morning
- Unlock playground shed at recess and lock at the end of lunch
- Ensure bubble taps are clean



ICT LEADER

Role Statement:

ICT Leaders help keep technology running smoothly across the school. They support staff and students by ensuring equipment is ready for learning and by promoting safe and responsible use of technology. ICT Leaders are selected from Grade 5 and 6 students.

Responsibilities:

- Attend scheduled meetings
- Check that all laptops and iPads are plugged in and charging each morning
- Turn on air purifiers in each classroom at the start of the day
- On Thursdays, check each class for ICT issues and provide a list to Troy
- Set up TV, laptop, and speaker for assemblies and events
- Run ICT or coding activities during Chill Zone sessions
- Maintain headphone tubs in classrooms and ensure devices are stored properly
- Model safe and respectful use of technology
- Check who has purchased technology time or Minecraft vouchers at the Eagle Exchange

SPORTS LEADER

Role Statement:

Sports Leaders encourage all students to get active, have fun, and show great sportsmanship. They help run games, support major sports events, and promote participation and teamwork. Sports Leaders are selected from Grade 6 students.

Responsibilities:

- Attend scheduled meetings
- Encourage team spirit and fair play
- Set up lunchtime and recess games, changing the display board each Monday
- Maintain cleanliness and organisation of the sports shed
- Assist with school athletics, cross country, and other sporting events i.e Colour Run
- Survey students about playground sports and engagement
- Get PE equipment ready for teachers when needed
- Promote our school values through sport and physical activity



EAGLE TEAM LEADER

Role Statement:

Eagle Team Leaders help promote our Positive Behaviour Matrix through the Eagle Exchange and whole-school reward systems. They encourage others to follow our school values and celebrate positive behaviour across the school.

Responsibilities:

- Take turns running the Eagle Exchange shop
- Ensure classes have catalogues and ordering forms available in their classrooms
- Organise and restock shop items
- Let staff know if prizes or ingredients for the shop are running low and need ordering
- Collect and file used vouchers
- Survey students about prize and reward ideas
- Keep track of student purchases to pass on to relevant student leaders or staff
- Announce attendance awards and Matrix Master winners at assembly when required
- Update the fortnightly value focus posters as directed
- Work collaboratively with the Positive Behaviour Team and staff

LIBRARY LEADER

Role Statement:

The Library Leaders work as a team to ensure the library is a welcoming, organised, and inspiring place for all students. They promote a love of reading, help maintain the library space, and assist staff with library-related tasks. Library Leaders are selected from Grade 5 and 6 students.

Responsibilities:

- Attend scheduled meetings
- Model school values at all times
- Put books away neatly in the correct places
- Check and update student reading logs and levels
- Ensure library furniture is in its correct position
- Keep the library tidy, clean, and dust-free
- Assist with the MARC Van by collecting and returning books on Thursday mornings
- Support staff with any library jobs as requested
- Present reading certificates at assembly
- Create and maintain reading level or progress displays
- Record and update nights of reading for the whole school
- Create spare reading log folders
- Assist with Simultaneous Storytime, Book Week and any other literacy related activities



TRANSPORT LEADER

Role Statement:

In being a Transport Leader your role is to model and promote respectful behaviour towards our riding equipment and help child who may require support. You may also be required to assist on the bus for any excursions.

Responsibilities:

Model our values at school and within the community

- Assist with taking out and storing away of our bikes, scooters and helmets
- Ensure children riding bikes or scooters at recess or lunch are safe and ready to ride
- Check that children's helmets are tight and clipped on correctly
- Help children if they fall over
- Make Bike Club announcements
- Plan and assist in transport related activities
- Assist with Wheel-a-thon

GARDENING LEADER

Role Statement:

The Gardening Leaders care for our school environment by maintaining the veggie garden, compost system, and worm farm. They promote sustainability and help others learn how to look after plants, reduce waste, and care for living things.

Responsibilities:

- Model care and responsibility for our school environment
- Water, weed, and maintain the school veggie garden
- Help with planting and harvesting seasonal plants
- Look after the school compost bins and teach others what can and cannot go in them
- Feed and maintain the worm farm, using worm juice to help the garden grow
- Assist with keeping outdoor garden spaces tidy and free of litter
- Assisting with the collection of leaf litter
- Share garden progress in the newsletter
- Work with staff to plan new planting ideas for each season
- Share garden updates or sustainability tips at assembly
- Assist with special environment day events such as Clean Up Australia Day



Election Process Overview

At GDPS, all student leadership positions are advertised in Term 4 and determined at the end of the school year for the following year. Throughout the year, student behaviour and conduct are monitored, and these factors will be considered during the selection process.

Students begin by identifying the roles they are most interested in and recording their choices on a personal preference list if applying for multiple positions. All students are encouraged to apply for any roles they feel passionate about and worthy of, rather than limiting themselves to one option.

Each leadership application requires both a **written application** and a **speech**.

- School Captain candidates deliver their speeches at assembly, after which students vote for the peers they believe will best represent the school.
- Other leadership roles (e.g. Sports Leader, ICT Leader) involve speeches delivered within classrooms, followed by voting among Years 5/6 students.
- Deputy Leader applicants submit a written application and present a class speech, with final selections made by the 5/6 Teacher and Principal, taking student preferences into account.
- Written applications contribute 50% of the overall score, while peer votes based on speeches make up the remaining 50%.
- Only students who hold the School Captain or Vice-Captain positions may hold dual leadership roles.

Speech Guidelines

Please use these helpful guidelines when planning your speech

- Keep your speech length between 1 and 3 minutes
- Include your name and why you are the perfect candidate for the role. Include personal attributes that make you a good leader.
- Include information about involvement in school activities, sporting events, public speaking, previous experience in a leadership role and anything that highlights involvement/commitment to the school community
- Use examples to show how you meet the leadership criteria
- Ensure that what you are offering the school community is realistic. Outline the types of activities that will participate in or initiate. DO NOT make promises that are not achievable.



Timeline for elections – School Captains & School Student Leaders

- **Term 4, Week 6**

Leadership coordinator will meet with the grade senior class to make students aware of the timeline for leadership positions and student leadership handbooks distributed.

Student leadership handbook and timeline shared with parents/caregivers on Compass

- **Term 4, Week 7/8/9**

Class time provided for students to begin written applications and speeches. Students may choose to spend additional time on their applications at home or in lunch breaks.

- **Term 4, Week 9**

- **Term 4, Week 10**

School Student Leaders present their speeches to their classmates and submit their applications. Peers vote.

School Captain applications due. School Captain applicants present their speech to P – Grade 5 students. All students vote.

- **Term 4, Week 11**

Results announced



Voting

School Captain:

- After the School Captain speeches, all students will be given a ballot paper to select their preferred School Captain.
- Ballot papers are to be handed back to the staff who is responsible for tallying the votes.

School Student Leader:

- School Student Leader speeches will take place in class.
- Students 5/6 class will be given a ballot paper to indicate their preference for each Leadership role.
- Ballot papers are to be handed back to the classroom teacher who will ensure they get to the person responsible for tallying the votes.

Deputy School Student Leaders:

- Submit a written application to classroom teacher.
- Deliver a speech to their class
- Class Teacher and Principal will allocate students according to their preferences.

Speech Guidelines

Please use these helpful guidelines when planning your speech

- Keep your speech length between 1 and 3 minutes
- Include your name and why you are the perfect candidate for the role. Include personal attributes that make you a good leader.
- Include information about involvement in school activities, sporting events, public speaking, previous experience in a leadership role and anything that highlights involvement/commitment to the school community
- Use examples to show how you meet the leadership criteria
- Ensure that what you are offering the school community is realistic. Outline the types of activities that will participate in or initiate. DO NOT make promises that are not achievable.



Sample Application Letter 1

Normie Eagle
Grade #,
Gormandale & District Primary School
38 Main Road
Gormandale, Victoria, 3873

12th November 2025

Ms Williams
The Principal
38 Main Road
Gormandale, Victoria, 3873

Dear Ms Williams,

Re: School Captain Application

My name is Normie Eagle, and I am in grade six at Gormandale & District Primary School. I live with my family in town. I spend my weekends playing netball and drawing. I enjoy spending time with my family and best friends making bracelets or doing puzzles.

I am excited to apply for a leadership position for 2026 because I feel I use all our core values every day. I find learning very challenging at times, so I have had to be resilient, having a positive mindset and believe in myself to find success when learning is uncomfortable. I always try my best to treat people in our school with respect by being kind and empathetic, an example of this was during lunch time Bill Hill fell over in the mud. I immediately left my game to help him to the office. I think it is important to treat people how I would like to be treated and be an upstander. I find joy collaborating and making strong progress with my learning. I often ask questions and seek feedback to improve my learning.

I would love the opportunity to be a school leader for XX Primary School because I know I'm well suited to the role. I would like to learn more about planning school events and public speaking because I often get nervous speaking in front of a group.

Thank you for taking the time to read my application. I look forward to being invited to the next stage of speeches.

Yours Sincerely,

Normie Eagle



Sample Application Letter 2

Normie Eagle
Grade #,
Gormandale & District Primary School
38 Main Road
Gormandale, Victoria, 3873

12th November 2025

Ms Williams
The Principal
38 Main Road
Gormandale, Victoria, 3873

Dear Ms Williams,

Re: School Captain Application

My name is Normie Eagle, and I am in Grade Six at Gormandale & District Primary School. I live with my family on a small farm just outside of town. On weekends, I enjoy playing footy, going bike riding with my friends, and helping my dad in the shed. I also like drawing and playing video games when I have some quiet time.

I am applying for a leadership position for 2026 because I believe I show our school values every day. I always try to be respectful by listening to others and using good manners. For example, when new students started this year, I made sure to include them in games so they would feel welcome. I try to be resilient when schoolwork feels tricky, especially in maths, and I remind myself that making mistakes helps me learn. I enjoy working collaboratively with others and feel proud when our class achieves goals together, like completing our fundraising project.

I would love the opportunity to be a School Captain because I'm ready to take on more responsibility and be a positive role model for others. I want to keep building my confidence in public speaking and learn more about helping to plan school events and represent our school at assemblies.

Thank you for taking the time to read my application. I look forward to the opportunity to share my speech and ideas with you.

Yours sincerely,
Normie Eagle



Steps Involved in Writing an Application

Normie Eagle
Grade #,
Gormandale & District Primary School
38 Main Road
Gormandale, Victoria, 3873

- First you place your address
- Below the date you place the address of the person you're applying to. In our case Ms Williams

6th February 2025

Ms Williams
The Principal
38 Main Road
Gormandale, Victoria, 3873

Re: means regarding.

- This is where you write what you're applying for.

Dear Ms Williams,

Re: School Captain Application

Share some information about yourself...

What are your interests and hobbies? What do you like to do?

Share why you want to apply/How you use our values (at school or in everyday life)?

Share what you would like to learn more about within your potential leadership role...

Thank the panel for reading your application

Yours Sincerely,

Normie Eagle



Sample Student Leadership Speech

Good morning teachers, students, and families,

My name is Normie Eagle, and I'm in grade six. I'm very proud to be standing here today, applying for the role of School Captain for 2026.

I've been at Gormandale & District Primary School since Prep, and during that time, I've learned a lot about what it means to be a leader. To me, a great leader is someone who listens, includes everyone, and gives things a go, even when it's hard.

I believe I show our school values every day. I try to be respectful by using good manners, listening to teachers, and including others in games. I'm resilient when learning gets tricky, especially in maths, and I remind myself that mistakes help me improve. I love to collaborate with my classmates — whether it's working on group projects or cheering on my team at sports days.

If I were chosen as School Captain, I would do my very best to represent our school proudly. I'd like to help with school events, support younger students, and keep our school a friendly, safe place where everyone feels they belong.

I know leadership takes effort, teamwork, and courage, and I'm ready to take on that challenge.

Thank you for listening, and I hope you'll consider me when you vote for your 2026 School Captain.



Sample Student Leadership Speech Template

Opening:

- Greeting: “Good morning everyone,” or “Hello teachers, students, and families.”
- Introduce yourself: “My name is _____, and I’m in Grade ____.”
- State what position you’re applying for: “I am applying for the role/s of _____ for 2026.”

Body Paragraph 1 – Why You Want the Role:

- Explain why the position is important to you.
 - “I would like to be a _____ because...”
 - “I believe I would make a good leader because...”
- Mention what leadership means to you.
 - “To me, a leader is someone who...”

Body Paragraph 2 – How You Demonstrate the School Values:

- Give real examples of when you’ve shown the school values or leadership qualities.
 - “I show respect by...”
 - “I’ve shown resilience when...”
 - “I enjoy collaborating with others by...”

Body Paragraph 3 – What You Hope to Do as a Leader:

- Share ideas for what you’d like to achieve or contribute.
 - “If I were chosen, I would...”
 - “I would like to help with...”
 - “My goal is to...”

Conclusion:

- Reaffirm your commitment.
 - “I promise to do my best to represent our school with pride.”
 - “I will always be respectful, positive, and ready to help.”
- Thank your audience.
 - “Thank you for listening, and I hope you’ll consider voting for me.”





2026 School Leader Contract

School leaders will need to sign this contract, which is then kept in the office. A breach of this contract may lead to your school leadership responsibilities being revoked.

Student Leadership Expectations for Gormandale & District Primary School

I accept my badge as a leader at Gormandale & District Primary School for 2026. I agree to carry out the following duties and responsibilities to the best of my ability:

- Model our core values and high expectations amongst my peers at Gormandale & District Primary School
- Maintain a high standard of behaviour and conduct
- Wear my leadership badge and uniform with pride
- Follow the school rules and expectations
- Take an active part in school events, including helping and organising
- Act with fairness and equity when representing and supporting the school community
- Take an active part in all school activities and lead by example
- Always assist visitors to the school by being friendly and courteous
- Be prompt for my duties
- Do my best to attend school everyday

It is expected that all students who hold a leadership role will always represent Gormandale & District Primary School as ambassadors.

I, _____ have read and understood the Student Leadership Expectations and I agree to carry it out to the best of my abilities.

Name:

Signed:

Leadership Position: _____

Principal



School Leader Self-Evaluation Survey

School Leader Self-evaluation survey to be completed at the end of the year.

1) What did you find most satisfying about/while working as a leader this year?

2) Was there anything you found difficult or didn't enjoy?

3) Please rate your leadership and communication skills:

	1	2	3	4	5
<i>I rate my leadership skills</i>					
<i>I rate my communication skills</i>					

4) Did being a leader help you improve or develop in some way?

5) Are there any areas that you think the role of a leader could be better next year?

