

WINDSOR STATE SCHOOL



STUDENT LEADERSHIP WORKBOOK 2025-2026

SCHOOL CREED

I love my land
I respect its laws
I'll serve it best by being true and kind to others.

SCHOOL MOTTO

Knowledge Is Power



Name: _____

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Letter to Parents/Caregivers: Student Leadership 2025-2026

Term 3 2025

Dear Parents/Caregivers,

The Year 6 Student Leadership process, for our current Year 5 students is now underway.

We believe that all Year 6 students have an important leadership role within the school. We also know that it is very important that our elected Student Executive Leaders must have the necessary qualities to carry out their special responsibilities in any given year. Therefore our 2025 Year 5 students will be informed of the rigorous leadership application process and the requirements of each of the student leadership positions to help inform their choice regarding submitting an application.

We will provide some ongoing preparation discussions for students, outlining the application process here at school. However, we also appreciate your support at home in assisting your child to respond to the selection criteria and complete the application/resume.

By discussing the responsibilities of the position/s with your child so that he/she fully understands the implications of being a Student Leader and what is required, you will be helping prepare them for the position, should he/she be successful.

During the application process, could you please support your child by:

- ***Speaking to your child to ensure they understand the role,***
- ***Being a positive role model,***
- ***Providing encouraging feedback to build your child's confidence as a leader,***
- ***Respecting the school's choices of students once positions are allocated***

Fairness is our priority through this experience. Please refrain from rallying for votes using social media or any other platform.

We have a wonderful cohort of Year 5 students within which many high-quality student leaders exist. As such, the final appointment of student leaders this year will undoubtedly see a number of very strong candidates assume positions within the school. Regardless of the outcome for your student, this is a wonderful learning opportunity which will help in their continued growth and development. We appreciate you supporting them through the ups and downs of this process.

Thank you for helping to guide and support them.

Kind Regards

Shona Arneil
Principal

Tony Johnson
Deputy Principal 3-6

Introduction



At WSS we encourage the development of student leadership skills and provide opportunities for students to:

- *be inspired, educated, empowered and connected as a leader in the WSS community.*
- *develop a sense of vision and purpose.*
- *accept and act in roles of responsibility with integrity and honesty and utilise decision making skills.*
- *be challenged to examine and maximise their leadership potential.*
- *communicate confidently in a variety of situations.*
- *work collaboratively with others to achieve individual and collective goals.*
- *be self-motivated and reflective learners.*
- *gain knowledge and understanding of ethical, service focussed leadership of others.*
- *set the stage for more active leadership learning opportunities within the school towards high school.*

What Makes a Great Leader?

Students will be involved in much discussion about the 5 Key Habits of Mind for Student Leadership (see Appendix 1) and reflection on “What Makes a Great Leader”, based on four key leadership values, which compliment each other and our school values about Respect.

- **People: understanding the great worth of every human being.**
- **Integrity: always being true to your best self.**
- **Responsibility: stepping up when people need you to.**
- **Generosity: giving to others.**

Once selected, the WSS student leaders (School Captains; Vice Captains; House Captains, Music Captains & Library Captains) take part in the Halogen Foundation National Young Leaders Day early in 2026 at the Brisbane Convention Centre. The Halogen Foundation endorses and promotes these key values.

At Windsor, we foster and develop leadership skills as an important focus of the school. Students are encouraged through programs such as:

- The Student Leadership Program.
- Student Council.
- Participation in student forums to raise ideas and concerns.
- Participation in the Student Council in fundraising, social/community events.

While there are student leaders that are specifically selected to represent WSS through this process, all Year 6 students are encouraged, and have the capacity, to be leaders in 2026 and there are many opportunities for them to develop leadership skills as active citizens of WSS.

A selection process will determine students who will assume specific leadership roles. Students may only hold one official leader position. Badges will be presented for the designated 20 specific executive leadership roles as well as the uncapped student ambassador roles and 4 student councillor roles for 2026.

Student Leadership Positions for 2026



Student Executive Leaders

School Captains (2)
School Vice Captains (2)

House Captains (8)

Wilson Captains (2)

Lutwyche Captains (2)

Maynard Captains (2)

Bowen Captains (2)

Music Captains (6)

Band Captains (2)

Strings Captain (2)

Choir Captain (2)

+ Library Captains (2)

Student Ambassadors + Student Councillors

Year 6 Ambassadors (Year 6 : Cultural; Japanese; Sustainability)

Student Council Leaders (1 per class in Year 6)

CODE OF BEHAVIOUR



Windsor State School is committed to developing a positive school culture, one in which students, parents and staff feel they are part of a safe and supportive school community. Our School Culture is based on the values of:

Respect for Self

Respect for Others

Respect for the School



Rights and Responsibilities



At Windsor State School students have clearly defined rights and responsibilities. Some of these are as follows:

Students have the right to:

- Be treated with courtesy.
- Be listened to.
- Be proud of themselves.
- Be proud of family, heritage and beliefs.
- Personal property.
- Attend school.
- A clean and healthy environment.
- To feel safe in and near the school.
- To have fun and enjoy school.
- To enjoy a safe and supportive school environment.

Students have the responsibility to:

- Treat all community members with courtesy.
- Use appropriate language.
- Respect others' beliefs.
- Respect their own and other's property.
- Be punctual.
- Be ready to learn.
- Do their best.
- Be considerate of other people and their learning.
- Move quietly around the school.
- Keep the school tidy.
- Treat each other with Care and Respect.
- Think before Acting- Stop, Think, and Do!
- Wear the uniform in a clean and tidy manner.
- Wear a school hat outside.
- Practise Respect for Self, Others and the School.

Executive Student Leader Responsibilities



ALL EXECUTIVE STUDENT LEADERS ARE:

- To have a clear knowledge of the school 'Student Code of Behaviour'.
- To follow and promote the school 'Student Code of Behaviour'.
- To set a good example and encourage fellow students to do the right thing.
- To be friendly and helpful to fellow students.
- To be good listeners.
- To be good ambassadors for the school.
- To assist and volunteer at school functions/events.

SCHOOL CAPTAINS AND VICE CAPTAINS ARE:

- To represent the student body at school gatherings/events.
- To assist in facilitating meetings.
- To action the plans of the meeting.
- To speak on parade about certain issues.
- To meet with the Principal and Deputy Principal/s to discuss concerns and issues.
- To support each other and work as a leadership team.
- To be good school ambassadors by attending school functions; speaking on behalf of students; welcoming visitors and representing the students at school functions.

HOUSE CAPTAINS ARE:

- To promote sports activities in the school and model good sportsmanship.
- To help organise the school Athletics, Cross Country and Swimming Carnivals.
- To meet with house teachers to discuss concerns and issues.

- To assist house teachers with organisation.
- To model appropriate behaviours with regard to sport.
- To encourage participation in sporting events.
- To participate in inter school sport activities.
- To present on parade.

MUSIC CAPTAINS (Band; Strings & Choir) ARE:

- To be an enthusiastic participant in the Instrumental Music program.
- To promote music activities in the school and attend all public performances.
- To help organise musical events such as Eisteddfods; Band/Musical performances and the Musical Extravaganza.
- To meet with Music teachers to discuss concerns and issues.
- To assist Music teachers with organisation and model punctuality/commitment.
- To help organise students to take care of musical equipment.
- To organise team to set up equipment for performances.
- To model appropriate behaviour and to encourage participation.

LIBRARY CAPTAINS ARE:

- To be an enthusiastic library borrower and supporter.
- To be present for duty at least two mornings and two lunch breaks per week.
- To help organise students and library assistants to care for library books and equipment.
- To attend, promote and organise library events such as author visits & competitions
- To meet with the teacher/librarian and class teachers to discuss organisational concerns and issues.
- To demonstrate good communication skills, confidence, resilience and high levels of positive behaviour.

Selection of Student Leaders



STAGE 1

School Captains (2) and Vice-Captains (2)

Selection is based on data collected on applicants through:

1. Nominee Eligibility Criteria- endorsed as a potential candidate.
2. School Behaviour Record – confirmed by Admin and teachers past and present.
3. Nomination by two peers.
4. Acceptance of Nomination.
5. Verification by Administrator.
6. Resume and written responses to Selection Criteria.
7. Comments supplied by two adult referees from the Windsor SS Community, at least one being a Windsor SS Staff Member.

STAGE 2

8. Short listing for interview by panel consisting of representatives from Staff & Administration.
9. Interview by panel to confirm and finalise candidates for ballot.

STAGE 3

10. Chosen candidates present a speech at assembly followed by:
11. Ballot by students (Yr 3-5).
12. Ballot by staff.

The panel will add this data to the results of Stage 1 and 2 to finalise process.

Student Leaders will be announced at the ACE Awards Ceremony on a Monday morning at the end of Term 4 2025 and will be officially invested to the position at a special parade in Term 1 of their year of office.

Selection of House, Music Captains & Library Captains

STAGE 1

House Captains (2) for each house will be selected. (Wilson; Maynard; Lutwyche, Bowen)

Music Captains (Band; Strings & Choir) (No ballot Music Captains (6) or Library Captains (2)- panel decision)

Selection is based on data collected on applicants through:

1. Nominee Eligibility Criteria- endorsement as a potential candidate.
2. School Behaviour Record – confirmed by Admin and teachers past and present.
3. Nomination/acceptance by self and two peers.
4. Verification by administrator
5. Resume and written responses to Selection Criteria.
6. Nomination and comments supplied by two adult referees from the Windsor SS Community, at least one being a Windsor SS Staff Member but not the Year 5 teachers.

STAGE 2

7. Short listing by panel for Stage 3.

STAGE 3

8. Chosen candidates present speech at House Assembly followed by:
9. Ballot by Students (Yr 3-5). (No Ballot for Music Captains or Library Captains- decided by panel)
10. Ballot by Staff (House Captains only).

Timeline



Weeks

Activity

The following process/timeline will be put in place for the selection of Student Leaders.

TERM 3 & TERM 4 2025

Week 10 Term 3 2025

- Meeting with students to discuss nomination, application, and selection process after their return from the Year 5 Leadership Camp.

Week 10 Term 3 2025

- Hard-Copy leadership booklets handed out to eligible Year 5 students.
- Students nominate for specific positions.

Week 2 Term 4

**Nominations close Friday
Week 2 Term 4**

- Nominees begin to prepare applications; resumes; and respond to selection criteria,

Week 3 & 4	<ul style="list-style-type: none"> • Further reinforcement of Leadership criteria and Habits of Mind. • Students working on completing their leadership applications.
Week 5 *Booklets due to class teachers this week*	<ul style="list-style-type: none"> • Finalisation of Leadership booklets (+ Referees) by <u>Week 5 Term 4</u> & handed in to class teachers. Students need to begin preparing persuasive speeches (using selection criteria) at home. • Short listing of candidates for Interview in Week 6 (Students notified early in Week 6 if successful for interview later in the week)
Week 6 Latter half of Week	<ul style="list-style-type: none"> • Interviews with Principal & Deputy Principal • Successful candidates for the role of school captain notified of the fact that they will present a speech to the school community on Monday of Week 8 & can finalise and further their preparations.
Week 8- Monday Leadership Speeches Assembly	<ul style="list-style-type: none"> • Leadership Speeches in the Hall (9.00am start) • School Captain Election/ Ballot (Year 3 – 5 Students + All Staff)
Week 8 From Tuesday Onwards	<ul style="list-style-type: none"> • House Captain Speeches & voting (to Year 3-5 House Students and House Teachers) • Music Captains interviews & selection (Mrs Fanning, Mrs Taylor, Mrs Free) • Library Captains interviews & selection (Mrs Mattsson)
Week 10 Monday	<ul style="list-style-type: none"> • Successful Student Leaders will be introduced at ACE Assembly at 9:00am on Monday of Week 10
TERM 1 2026	
Week 1-3 2026	<ul style="list-style-type: none"> • Election of Student Council (1 members per class)
Week 4 2026	<ul style="list-style-type: none"> • Investiture of School Leaders at Special Whole School Assembly • Attendance at Halogen National Young Leaders Day for all Captains



SELECTION CRITERIA

FOR STUDENT LEADERSHIP POSITIONS



School Captains and Vice Captains

House Captains (Lutwyche; Maynard; Wilson; Bowen)

Music Captains (Band; Strings; Choir) & Library Captains

To be eligible for a school leadership position, nominees must give examples of how they have demonstrated or are able to demonstrate the following:

SC1:	<p>1. Speak Up: <i>When I speak others will listen.</i></p> <p>Public speaking and speaking to positively influence others are essential leadership skills that assist in effective leadership. Yet they are skills that few people master, as it requires a willingness to 'put ourselves on the line'. Effective public communication starts with you having the right/positive mindset.</p> <p><i>How have you demonstrated good communication skills, ability and confidence in public speaking, speaking in front of an audience or communicating with a group of people to have a positive impact?</i></p>
SC2:	<p>2. Step Up: <i>I will step up when the going gets tough.</i></p> <p>Leadership involves taking responsibility for your own actions and having faith in your ability to positively influence and support others. Leaders need to continually take personal responsibility by stepping up, making decisions and initiating action in the best interest of their team.</p> <p><i>How have you led by example and influenced others positively?</i></p> <p><i>How have you demonstrated high levels of positive behaviour and support for the school values of Respect for Self, Respect for Others and Respect for the School?</i></p>
SC3:	<p>3. Have a go: <i>When I overcome my fears it will be easier next time.</i></p> <p>Lack of confidence holds many people back so a positive frame of mind is essential if you are to take appropriate risks and extend yourself.</p> <p><i>How have you demonstrated confidence and resilience to overcome fears and difficult situations to achieve a positive outcome?</i></p>
SC4:	<p>4. Think Team: <i>When we support each other, we achieve more. Others will help when I lead.</i></p> <p>Being a leader means both supporting your team and delegating activity and planning ahead. It is essential to 'think team' rather than think about how an individual would tackle a problem or a scenario.</p> <p><i>How have you demonstrated an ability to work with members of the school or community as a team (e.g. principal, teachers, parents, staff, students, coaches, teams, groups)?</i></p>
SC5:	<p>5. Show the way: <i>I need to be the leader and colleague that I want others to be.</i></p> <p>Positive role models have a huge influence on behaviour particularly concerning leaders and followers. You need to be the leader and colleague that you want others to be.</p> <p><i>How have you been a positive role model to impact, support or influence others?</i></p>

CANDIDATE NOMINATION FORM – 2026 Student Leaders



Nominations close: End of Week 2 Term 4 2025

Instructions: 1. All sections below must be completed 2. Please submit to class teacher to hand to Deputy Prin.

A. Nomination

I, _____ would like to nominate for the position/s that I have circled **YES** for below:

2026 Student Executive Leader Positions

School Captain Or School Vice-Captain	House Captain (Circle House) Maynard Wilson Bowen Lutwyche	Music Captain (Circle all that apply) Band Strings Choir	Library Captain
YES / NO	YES / NO	YES / NO	YES / NO

If unsuccessful in attaining a 2026 Student Executive Leadership position, or if not interested in attaining a student executive leadership position, I would like to express my interest in being appointed to a Student Ambassador or Student Councillor position in 2026 as indicated below:

2026 Student Ambassador or Student Councillor Positions

Cultural Ambassador	Sustainability Ambassador	Japanese Ambassador	2026 Year 6 Student Councillor
YES / NO	YES / NO	YES / NO	YES / NO

Name _____ Signature _____ Date _____

B. Peer Endorsements of Nomination (x 2 peers)

I endorse nomination of _____ for the above positions.

Name _____ Signature _____ Date _____

I second the endorsement of this nomination.

Name _____ Signature _____ Date _____

C. Parent/ Carer Nomination Verification

I/We have discussed the School Leadership nomination with _____ and give my/our support to his/her application. I/we am/are prepared to support my/our child with any extra-curricular activities, events or commitments in 2025 if he/she is successful in attaining a leadership position.

Name _____ Signature _____ Date _____

D. Nomination Verification by Principal or Deputy Principal

I verify that the nominee has fulfilled all nominee eligibility criteria and has been endorsed by the required teachers and peers. I endorse the nomination of the student listed above as a candidate.

Name _____ Signature _____ Date _____

RESUME



Name:

Age:

Class:

Position Nominated for (☑)

☐ School Captain

☐ House Captain

☐ Music Captain

☐ Library Captain

[Circle: Band, Choir, Strings]

☐ Ambassador

[Circle: Cultural, Sust., Japanese]

School Achievements/Participation



Interests and Hobbies



Why I would make a good School Leader (applicant must respond to questions)

1. Speak Up: When I speak others will listen.

Public speaking and speaking to positively influence others are essential leadership skills that assist in effective leadership. Yet they are skills that few people master, as it requires a willingness to 'put ourselves on the line'. Effective public communication starts with you having the right/positive mindset.

How have you demonstrated good communication skills, ability and confidence in public speaking, speaking in front of an audience or communicating with a group of people to have a positive impact?

2. Step Up: *I will step up when the going gets tough.*

Leadership involves taking responsibility for your own actions and having faith in your ability to positively influence and support others. Leaders need to continually take personal responsibility by stepping up, making decisions and initiating action in the best interest of their team.

How have you led by example and influenced others positively?

How have you demonstrated high levels of positive behaviour and support for the school values of Respect for Self, Respect for Others and Respect for the School?

3. Have a go: *When I overcome my fears it will be easier next time.*

Lack of confidence holds many people back so a positive frame of mind is essential if you are to take appropriate risks and extend yourself.

How have you demonstrated confidence and resilience to overcome fears and difficult situations to achieve a positive outcome?

4. Think Team: *When we support each other, we achieve more. Others will help when I lead.*

Being a leader means both supporting your team and delegating activity and planning ahead. It is essential to 'think team' rather than think about how an individual would tackle a problem or a scenario.

How have you demonstrated an ability to work with members of the school or community as a team (e.g. principal, teachers, parents, staff, students, coaches, teams, groups)?

5. Show the way: *I need to be the leader and colleague that I want others to be.*

Positive role models have a huge influence on behaviour particularly concerning leaders and followers. You need to be the leader and colleague that you want others to be.

How have you been a positive role model to impact, support or influence others?

Referees

A referee may be any adult that knows you really well, apart from a family member.

One may be a staff member but not your current year level teachers.

Each WSS teacher will only give up to 4 students a reference. Students will need to organise this quickly.

You are asked to have one external referee who does not work at Windsor SS.

Windsor SS Staff Member

1. Name _____ Phone _____

Address (School) _____

Referee Comment:

2. Name _____ Phone _____

Address _____

Referee Comment:

The five key habits of the mind for student leadership are:

1. Speak Up: *When I speak others will listen.*

Public speaking and speaking to positively influence others are essential leadership skills that assist in effective leadership. Yet they are skills that few people master, as it requires a willingness to 'put ourselves on the line'. Effective public communication starts with you having the right/positive mindset.

2. Step Up: *I will step up when the going gets tough.*

Leadership involves taking responsibility for your own actions and having faith in your ability to positively influence and support others. Leaders need to continually take personal responsibility by stepping up, making decisions and initiating action in the best interest of their team.

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Lack of confidence holds many people back so a positive frame of mind is essential if you are to take appropriate risks and extend yourself.

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Being a leader means both supporting your team and delegating activity and planning ahead. It is essential to 'think team' rather than think about how an individual would tackle a problem or a scenario.

5. Show the way: *I need to be the leader and colleague that I want others to be.*

Positive role models have a huge influence on behaviour particularly concerning leaders and followers. You need to be the leader and colleague that you want others to be.