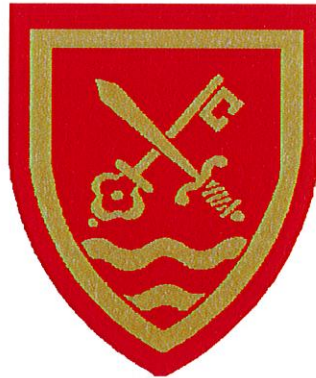


SPRINGVALE PRIMARY SCHOOL

Established 1981



PERSEVERE

LEADERSHIP POLICY

REDRAFTED: 2016
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DOCUMENT CONTROL

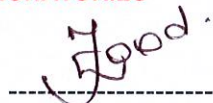
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SIGNATORIES



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1. PREAMBLE

We, the staff of Springvale School, commit ourselves to develop each pupil (Learner) holistically. We aim for early identification of pupils (learners) with leadership potential and continual development thereof.

We wish to provide opportunities whereby pupils (learners) can develop all leadership skills as well as trust, respect and co-operation between learners and those in positions of authority. This will be done in a sound educational framework thus expanding and enriching the learners' life experience.

2. PURPOSE

The purpose of this policy is to provide guidelines on the identification, development and promotion of leadership in our school and its community.

3. GENERAL REQUIREMENTS

All (pupils) learners are given the opportunity to develop leadership skills, character, responsibility as well as social skills which include communication, group dynamics and general management skills.

3.1 Foundation Phase

Each class teacher at their own discretion must include the following duties: Each duty should have clearly set procedures and instructions.

- Class Captains - line-up duty and playground duty.
- Deputy Class Captains - control of groups
- Group monitors - control of groups
- Toilet monitors - no fooling around, thus promoting hygiene
- Library monitors - books in and out of library
- Board monitors - clean boards
- Window monitors - open/close windows
- Cleaning monitors - sweep class rooms
- Office monitors - fetch from and take to office
- Recycling monitors - recycling and chart
- Book monitors - handing out- taking in books

Learners must know that they have to obey those in authority e.g. Class monitors, captains and prefects. If this is done while they are still young, they should accept this as the norm by the time they reach grade seven.

Learners should rotate duties in an effort to identify their strongest leadership quality.
SEE ADDENDUM 1

3.2 General parent body

Duties are as per 3.1 above but now include:

- Class captains - line up and general discipline.
- Group monitors - organize duties.
- Library monitors - taking in and handing out of books.
- Scholar patrol – control learners crossing the roads.
- Security monitors - gate duties, parking and first aid.
- Playground monitors - check area
- Register monitors - keep register of absentees
- Circular monitors - fetch and hand out notices
- House captains - Sport affairs
- Leaders - only Grade 7

SEE ADDENDUM 2

4. ADMINISTRATIVE REQUIREMENTS: AT TEACHERS' OWN DISCRETION

4.1 Duty Rosters

Each register class teacher should see to it that there is a duty list which clearly stipulates exactly what each learner is required to do. Duties should change 2-3 weekly. Each duty should be clearly defined. Not only as to what the learner is expected to do, but also as a follow-up procedure.

Set time aside with the class to report back and discuss possible problems and how to solve them e.g. Conflict management and positive reinforcement. This can be done during part of a Life Orientation session or as incidents arise.

Should a learner not cope, a "buddy" or helper must be allocated to assist. Should this not help, the teacher has the right to change the duty earlier than the set time for that learner only. This must be done tactfully so that the learners do not feel intimidated in any way.

4.2 Recording for future use

For our system to work it is essential that learners with leadership potential be identified at an early age and that they be guided, nurtured and developed.

To do this effectively, we must build up a data base of boys and girls with potential, starting from Grade One. Each year a gold star is placed on Blue Profile cover above the grade so that by the time we get to grade six, we know who our potential leaders are.

Recording will be done on the Profile by the register teacher by means of a gold star. In the case of subject teaching, regular interaction with colleagues will help to identify potential leaders. Weaknesses must be identified and improved upon. Strengths of the learner should also be utilized e.g. administrative, organizational and conflict management. Continuous training should therefore take place.

At the end of the year, when work on the Blue Learner Profiles commences, all information in respect of potential leadership of learners should be entered under Emotional and Social Behaviour in that learner's Blue Profile. For easy future identification, a gold star is to be affixed to the Learner's Profile on the front cover. This will enable future teachers to "pick up" and continue with the Leadership Programme.

5. PROCEDURE

5.1 The Advisory Committee

This committee will consist of the following staff members:

- 5.1.1 Grade Six teachers
- 5.1.2 Leadership Guardians from Grade 7
- 5.1.3 All teachers working with Grade 6 learners
- 5.1.4 HOD Intersen Phase

5.2 Function

This committee will oversee the selection process, training, co-operation and activities of the Leader Bench. This will include

5.2.1 Duty Lists

The committee will advise and be able to change the duties as and when the need arise.

5.2.2 Representation on other bodies

The committee will oversee the representation of leaders on other bodies.

This will include:

- The Birthday committee
- Caring committee
- Assemblies

Social projects including Outreach projects
Public relations
Athletics and other sport and cultural meetings

5.3 Selection

5.3.1 Leader identification commences in Grade 1.
Selection will take place as follows in the fourth term of each year.

5.3.1.1 Grade 5 learners to be selected for the Grade 6 year as:

5.3.1.2 Scholar Patrol

- Security Patrol
- Library Prefects

The Grade 6 teachers need to take this into account for selection as Leaders.

5.3.1.3 Grade 6 learners to be selected as Grade 7 leaders.

5.3.2 After the Grade 6 selection process, leaders will be announced in the fourth term during the Grade 6 Prize Giving.

5.3.3 All leaders go on a Leadership Development Camp in the following year. This can be conducted either by an outside body or internally by teachers.

5.3.4 1 x Head Boy and 2 x Deputy Head Boys
1 x Head Girl and 2 x Deputy Head Girls will be announced during the
1st term of the following year.

6. PROCEDURE

6.1 All names of the Grade 6 learners will appear on the ballot paper.

6.2 No name may be removed.

6.3 After the counting of the votes the leader bench will be established.

6.4 The complete "Leader group" will be reviewed as follows:

6.4.1 Learners with excessive demerits will disqualify themselves as leaders.

6.4.2 A learner will be disqualified from the "Leader group" if he / she has been for a "Disciplinary Hearing" (90 demerits) i.e. academic or behaviour intervention.

6.4.3 Immediate disqualification from the "Leader Group" will occur if:

- * The parents of a learner were summoned to school for a **serious infringement** as stated in the discipline policy.

6.5 The ballot will be finalized in alphabetical order and the final ballot paper will be compiled. Where applicable, the calling name of the child must be used.

6.6 A suggested 44 learners are to be elected from the ballot after taking into consideration 6.4.2 and 6.4.3 i.e. 2 teams of boys and girls.

6.7 All Grade 6 learners and only Grades 4-7 teachers and non-register teachers who have a strong involvement with the Grade 6 pupils are to vote. Learners and teachers not present on the voting date will forfeit their right to vote.

6.7.1 Staff and Learners are to adhere to the points mentioned below when voting:

- No discussion.
- Private voting stations.
- Register is to be signed by all who vote.

6.7.2 Voters are to cast ballots for 10 candidates each, boys and girls, but voting may be for less than 10 of each candidate.

- Voting for more than 10 of each candidate, no candidates, a ✓ or any mark other than an x will constitute a spoilt paper and will not be taken into account.
- Scoring of learner votes to be 40% and teachers votes 60%.

6.7.3 Spoilt ballot papers will not be taken into account.

6.8 A final leader list with the names and final scores will be compiled.

- All staff members and two non-register staff representatives who have voted are to be involved in the counting.
- Voting is to take place during the fourth term and results are to be made known at the Grade 6 class awards.
- Information is to be kept confidential until the announcement of leaders.
- Leader Guardians will act as Electoral Officials.

6.9 During the course of the first term of the following year, Head Leaders will be voted for by

- Leader Group (all Leaders)
- Leader Guardians
- All staff
- All non-register teachers.
- Senior Executive members not included in the above and school council. The ballot paper will contain the names of all the Leaders.
- All Leader and Teachers votes count 1 point only, and this point will not be added to the previous point (Leader elections) except in the case of a tie. Should there still be a tie the Teachers' vote will again be taken into consideration. Should there still be a tie a secret ballot will take place. Those eligible to vote will be as 6.9.
- The highest tally will go to
- 2 x Head Leaders (1 each, boy and girl)
- 4 x Deputy Leaders (2 each, boys and girls)
- The Top Executive reserves the right to confirm the results.

6.10 During this process 6.4 will be taken into consideration. The final tally of votes will be done by a panel consisting of:

- 2 x Deputy Principals
- 3 x Heads of Department (either Phase)
- 3 x Teacher Guardians (in the Grade 6/7 group).

6.11 When a final tally has been completed, the results will be given to the Principal.

6.12 All ballot papers and score sheets will be kept for 1 year in the strong room.

6.13 If a Leader leaves the school or is demoted from the Leader group, depending on time of the year or the needs of the school, the next name on the original list (i.e. from the first voting procedure results which are kept in the strong room) will become a Leader. In the case of a tie, the facilitators' vote (i.e. from the first voting procedure results which are kept in the strong room) will determine the next Leader.

6.14 It is recommended that those who are new learners to the school, who were elected as Leaders at the previous school, remain Leaders. Written proof / acknowledgement from the Principal of the previous school is a pre-requisite, and a probation period of one term (or less) is to be served. Final decision to be made by Leader Guardian and Principal. Parents are to be notified in writing of this fact.

6.15 Voting results are final and will stand as cast. No deviation from this Policy without the Governing Body's approval.

7. LEADERSHIP CORPS

7.1 Function

7.1.1 To define/spell out matters concerning the leaders and the discipline at school

7.1.2 To seek solutions to any problems encountered during duties (e.g. bullying, not following school rules, vandalism, etc.)

- 7.1.3 To change duties for weekly cycle
- 7.1.4 To co-ordinate and report back on work done by leaders doing duties.
- 7.1.5 To announce the duties for assembly speeches, flowers, as well as birthdays of staff members.
- 7.1.6 The setting of goals

7.2 Meetings
These should be held weekly.

7.3 Disciplinary action
As for School Discipline Policy.

8. LEADER DUTIES

The duty list for leaders should be flexible and may change to suit other needs.

- 8.1 Grounds
- 8.2 Playground
- 8.3 Buildings
- 8.4 Toilets
- 8.5 Line-up
- 8.6 Rainy day duty in classroom
- 8.7 Assemblies
- 8.8 Sports and Cultural meetings
- 8.9 Community Outreaches
- 8.10 Birthday committee
- 8.11 Representation at all school functions
- 8.12 Camp attendance

SEE ADDENDUM 3

9. GENERAL

Continual guidance is necessary in order to allow a leader to develop his/her full potential. The Leader Guardians are responsible for planning and preparation of all administrative requirements and distribution thereof as needed e.g. stars

10. ADDENDUM 1

FOUNDATION and INTERSEN PHASE SUGGESTED CLASS MONITOR DUTIES

- X Class Captain
- X Deputy Class Captain (if required)
- X Toilet monitors (perhaps only Grade 2 upwards) the day the teacher is on duty.
- X Board
- X Windows
- X Message
- X Sweeping
- X Dusting
- X Bookshelf
- X Games and Puzzles
- X Book Monitor (handing out and collecting)
- X Library
- X Recycling

11. Addendum 2

INTERSEN PHASE SUGGESTED		
TYPE	DUTY	NAME
Class Captains	Spokesperson for the class Keeps an incident book. Heads up the class line in Assembly and line-up on the quad.	
Circular Monitors	Collect and issue circulars to the youngest and only. Keep circulars to hand to learner in the event of absenteeism.	
Office / errand Monitors	Act as a go-between the class educator and the office/ staff members.	
Bin Monitors	Check that each group has a bin. Empty bins at the end of the lesson. Empty the class bins at the end of the day.	
Blackboard Monitors	Erase work at the end of the lesson or at any time on request of the educator. Wash the board at the end of the day. Ensure that chalk is put out daily. Hit the dust out of the blackboard duster.	
Sweeping Monitors	Sweep the classroom at the end of the day.	
Toilet Monitors	Do duty on a Monday at break. Take toilet rolls to the toilets on Thursdays.	
Windows Monitors	Open and close windows at the beginning and end of the day respectively.	
Care / Birthday Monitors	Inform educator of an upcoming birthday. Arrange a birthday card and a small gift. Present this to the person having a birthday.	
Equipment Monitors	Change classroom display boards under the guidance of the educator. Set up equipment as the need arises. Pack away equipment.	
Book / worksheet Monitors	Issue and collect books/ worksheets.	

12. ADDENDUM 3

SPRINGVALE PRIMARY SCHOOL LEADER CORPS DUTIES

Welcome and congratulations! You are the soldiers of Springvale Primary School. Your main duty is to assist the teachers and help look after and care for the learners of the school.

Your duties are as follows:

- * Morning and Break duty
- * Assembly duty – speeches
- * Leadership Development Camp
- * Duty at functions
- * Leader Meetings
- * Flower duty
- * Principal's birthday
- * Birthday duty

Explanation of your duties

1. **General:**
A duty roster will be given to each leader indicating morning duty (07:00) and break duty (10:45). Duties work in cycles as leaders are divided into two (2) cycles. Please be prompt at your duty.
1.2 Leaders will also be allocated a certain grade to look after for the whole year. The teacher of that grade will evaluate that leader on a quarterly basis. Leaders are required to assist that teacher with that class in the morning line-up on the quad.
1.3 Report any class discipline problems to the class register teacher, and if the problem persists, report it to your Leader Guardians: Ms Abrunhosa and Mr Pillay.

- 1.4 You are also responsible for communicating the Community Outreach to your class, to motivate and to collect any contributions from the learners. There are three/ four outreaches a year.

3. Playground Duty and Line-up

- 3.1 Report any incidents to one of the teachers on duty...
- 3.2 Be visible.
- 3.3 Patrol your allocated area and don't socialize.
- 3.4 Enforce general school rules.
- 3.5 Help clean playground.
- 3.6 Control rough and dangerous play. Don't intervene, report to teachers on duty.
- 3.7 At the end of break, report to the teacher on duty about any incidents and litter.
- 3.8 Encourage learners to move to their class immediately after the 1st bell has rung and to pick up papers.
- 3.9 You are also required to pick up litter and move quickly to class.
- 3.10 Instruct learners to neaten up their uniforms.
4. **Tuck Shop**
- 4.1 Encourage learners to line up smartly.
- 4.2 Keep noise levels down.
- 4.3 2 leaders on duty in front and 2 leaders on duty at the back.

5. Corridors

- 5.1 Patrol the area allocated to you.
- 5.2 Keep the corridors free of learners.

- 5.3 Communicate with Toilet Monitors about problems.
- 5.4 Report problems to the teacher on buildings duty.
- 5.5 After the 1st bell, move all learners to line-up and control your allocated class.

6. Foyer

- 6.1 Make sure the entrance is neat and tidy.
- 6.2 Control learners in the foyer.
- 6.3 Assist parents if necessary.
- 6.4 Assist learners who are hurt and call office lady in charge of First Aid.
- 6.5 After the 1st bell move to quad to assist.

7. Junior Quad and Corridor

- 7.1 Patrol your allocated area and ensure that the area is free of any learners who are roaming around
- 7.3 Keep an eye out for vandalism.

8. Tunnel

- 8.1 Patrol the area during the whole break.
- 8.2 No learners may stand at the notice boards.
- 8.3 Move learners to their allocated break areas.

9. Tarmac and Walkway

- 9.1 Patrol the area during the whole break.
- 9.2 The tarmac is allocated for Gr 7 girls only.

10. Stairs

- 10.1 Patrol your allocated area.
- 10.2 As learners move up the stairs: Maintain the order; Make sure the learners move to their classrooms quickly; Learners must walk in two single files; No learner may turn off to the bathrooms.

11. Quad

- 11.1 All leaders are on duty every day.
- 11.2 You must be on the quad ready to receive the learners for line-up.
- 11.3 Control the learners in your allocated class i.e. silent, uniform neat.
- 11.4 Leaders patrol the lines until the register teacher arrives, then you move to the back of the line.
- 11.5 When leading off, the leaders on stair duty move to their duty points.
- 11.6 All other leaders move to their register classes.

12. Assemblies

- 12.1 You are allowed to sit on a chair at the Assembly if it is your duty week (Speech).
- 12.2 All the other leaders line up with their classes.
- 12.4 All speeches must be well prepared for your allocated day.

13. Flowers

- 13.1 You have been allocated one/two week(s) in the year during which

- you are responsible for a suitable arrangement for the foyer.
- 13.2 You must supply your own container for the arrangement.
- 13.3 Care for it and water it during your week.
- 13.4 The arrangement must be placed in the foyer on Monday at 07:00 and on Friday it goes home with you at 13:45.

- 13.5 The aim is not to be expensive but creative. It must also not be too big.
- 13.6 Consult the flower duty roster and be prepared.

14. Birthdays and Special Days

- 14.1 You will be responsible for congratulating a teacher presenting a small gift to the teachers, office staff and ground staff on their birthdays and on special occasions.
- 14.2 The gifts will be given to you and you are not responsible for the purchase of the gift.

- 14.3 You must hand over the gift after you have wished the person a "Happy Birthday" at line-up. Prepare a short saying or poem, etc.