CHATSWOOD HILLS STATE SCHOOL
21 - 35 Raleigh Street
Springwood QLD 4127
PO Box 330
Springwood QLD 4127
Principal: Michael Richards
Deputy Principal (Yr 3 - 6): Trina Wilhelmsen
Deputy Principal (Yr P - 2): Karen Whitehouse
(07) 3489 2222
(07) 3489 2200
chatswoodhillsss.eq.edu.au
info@chatswoodhillsss.eq.edu.au
ABN: 97 913 893 118

CHATSWOOD HILLS STATE SCHOOL
ALWAYS OUR BEST

Student Leadership
Policy and Family Guide

CHARACTER · CREATIVITY · CRITICAL THINKING · COMMUNICATION · COLLABORATION · CITIZENSHIP

Our vision...
To empower our students to effectively use the 6Cs to make a difference and create a better world together.

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Student Leadership at Chatswood Hills SS

At Chatswood Hills State School, leadership is about service, belonging and positive influence. We encourage students to lead through their actions, support others and represent our school with pride. Leadership is not a reward for popularity or academic results.

Our leadership opportunities

Position	Places	Purpose
School Captains	4	Represent the whole school
House Captains	8 (2 per house)	Build house spirit and participation
Japanese Captains	2	Promote Japanese language and culture
Music Captains	3	Champion music and performance

All positions are non-gendered and intended for students entering Year 6. Each position has a distinct selection pathway. All 17 leaders will be announced at the Achievement and Effort Parades on Thursday of Term 4, Week 10.

What we look for in every leader

- Kindness and inclusion: welcomes others and values different perspectives.
- Responsibility and integrity: follows through on commitments and makes thoughtful choices.
- Initiative and service: helps without expecting recognition.
- Positive influence: encourages participation and represents school expectations.
- Growth mindset: listens to feedback and learns from mistakes.

Position descriptions

Role	Position Description
School Captain x 4	• Represent the whole school and help students feel heard and connected. • Lead or assist with assemblies and school celebrations. • Represent the school at ANZAC Day, commemorations, official visits and community events. • Welcome visitors and support younger students. • Listen to student ideas and share constructive suggestions with staff. • Work as a team with fellow captains and staff to support school activities. • Chair and Lead Student Council • Attend Young Leaders Conference in Brisbane
House Captains x 8	**TO BE CONSULTED WITH PE TEAM** • Encourage house pride, participation and good sportsmanship. • Assist PE staff with cross-country, athletics, swimming and house events. • Lead house cheers and encourage participation by students of all abilities. • Model fairness, teamwork and respectful competition. • Help with supervised preparation, equipment and event activities.
Music Captains X 3	**TO BE CONSULTED WITH MUSIC TEAM** • Celebrate music and encourage students to participate. • Assist music staff with concerts, rehearsals and performances. • Welcome and encourage younger performers and ensemble members. • Help with supervised event organisation and announcements. • Model commitment, teamwork and respectful rehearsal behaviour.
Japanese Captain	**TO BE CONSULTED WITH JAPANESE TEAM** • Help make Japanese language and culture visible and welcoming. • Support the Japanese teacher with cultural events and displays. • Encourage younger students to participate in Japanese learning activities. • Assist with supervised presentations and celebrations. • Demonstrate curiosity, respect and enthusiasm for language and culture.

How School Captains are selected

Our selection process combines student voice, staff assessment and Principal interviews. Each stage is designed to recognise demonstrated leadership, character and commitment.

ROUND 1 | APPLICATION & YEAR 5 SPEECH		
A. Expression of Interest	• Students submit an application endorsed by a parent/carer and two teachers who are not their current classroom teachers.	• Principal
B. Year 5 Candidate Speeches	• All eligible applicants present a speech of up to two minutes to the Year 5 cohort.	• Principal and Year 5 Teachers
C. Selection Panel Review	• The Principal and Years 3–6 teachers review applications, endorsements, speeches and demonstrated leadership to identify applicants progressing.	• Principal and Years 3–6 teachers

↓ **Successful applicants progress to the next round**

ROUND 2 | Principal Interview		
A. Individual leadership interview	• Shortlisted students attend a structured interview covering leadership, responsibility, inclusion, decision-making and commitment.	• Principal
B. Finalist selection	• The Principal considers interview responses alongside Round 1 evidence and identifies finalists.	• Principal and Year 5 Teachers

↓ **Successful applicants progress to the next round**

ROUND 1 | APPLICATION & YEAR 5 SPEECH		
C. Final candidate speeches	• Finalists prepare and deliver a NEW speech of up to two minutes to students in Years 3–6.	• Year 3 – 6 Teachers
D. Student election	• Students in Years 3–6 vote by confidential ballot for their preferred School Captain candidates.	• Year 3 – 6 Teachers
E. Election verification	• Votes are counted and verified. The Principal confirms the four successful candidates.	• Principal

OFFICIAL ANNOUNCEMENT | TERM 4, WEEK 10 — THURSDAY

Four School Captains are announced at the Achievement and Effort Parades.

Suggested interview questions

Below are some suggested interview questions that may be asked at the Principal interview.

- Have you previously held a leadership role at school?
- What would you friends say about you and how you interact with others?
- Tell me about a time you helped someone without being asked.
- What would you do if a friend treated another student unfairly?
- How have you shown leadership without holding a title?
- How would you respond if another student disagreed with you?
- What is one thing you would help improve at our school?

Separate selection pathways

Role	Proposed process — to be confirmed
House Captains	TBC
Japanese Captains	TBC
Music Captains	TBC

2027 Leadership Timeline

Week	Activity
Term 4, Week 5	• Launch of Chatty Student Leadership 2027 • Principal visits classrooms to explain roles and application process; • Distribute EOI and family information
Term 4, Week 6	• Thursday in Week 6 the EOIs close (12/11/2026)
Term 4, Week 7	• Wednesday in Week 7 Round 1 Year 5 speeches (18/11/2026)
Term 4, Week 8	• Staff Panel review and make decisions on who progresses to interview • Round 2 Panel interviews on Wednesday 25/11/2026 at 11.10am • Panel Confirm finalists • Invite finalists to present speech to students in Year 3 – 6.
Term 4, Week 9	• Monday 30/11/2026 at 1.45pm Invited finalists to give Round 3 speeches to Years 3–6 students and parents are invited • Students in Year 3 – 6 conduct a confidential vote • All staff have the option to vote • Verify results • Finalise all positions • Prepare announcement
Term 4, Week 10	• Thursday — announce 17 student leaders at Achievement and Effort Parades
Term 1, Week 2	• Leadership Assembly
Term 1	• Leadership Conference (For School Captains only).

Specific dates and arrangements will be communicated to families. The schedule may be adjusted if school events require it.

Leadership Induction Ceremony

At an assembly at the beginning of the year the Student Leaders Induction Ceremony is conducted.

Invited Guests:

- Member of Parliament
- Chatswood Hills State School - School Captains
- Parents/Carers of the new student leadership team
- Leadership Team of Chatswood Hills SS (Staff)
- Year P – 6 Students and Safe.

- Procedure:
  - Welcome and speeches
  - Student leader presented with their badge

Student and family commitments

- Students are expected to model school expectations, treat others respectfully and undertake agreed responsibilities.
- Families support participation in reasonable school events and communicate any availability concerns.
- Students receive guidance, supervision and opportunities to develop their leadership skills.
- Where concerns arise, staff will speak with the student and family, provide support and review the role fairly.
- Any decision to end an appointment remains with the Principal.

Student Leadership Eligibility and Selection Criteria

- Students seeking a leadership position at Chatswood Hills State School are expected to demonstrate the following qualities and commitments:

Criteria	Expectations
School expectations	• Consistently demonstrate our school motto, Always Our Best, and uphold the school's Shared Commitment and Student Code of Conduct.
Attendance	• Maintain at least 90% school attendance, with consideration given to approved absences, illness, disability and individual circumstances.
Responsibility	• Demonstrate reliability, initiative and a willingness to undertake additional responsibilities.
Communication and relationships	• Communicate respectfully, work cooperatively with others and demonstrate positive interpersonal skills.
Personal presentation	• Consistently follow school uniform expectations and represent the school with pride, with reasonable adjustments where required.
School participation	• Actively contribute to school activities and demonstrate a willingness to assist with preparation, organisation and pack-up, including occasional events outside school hours where family circumstances permit.

- Selection will be based on a student's demonstrated leadership qualities, contribution to school life and capacity to fulfil the responsibilities of the position.
- Students are not expected to be perfect. They are expected to demonstrate a consistent commitment to improvement, responsibility and positive leadership.

Maintaining a Student Leadership Position

Holding a student leadership position is a privilege that carries additional responsibilities. Student leaders are expected to maintain the standards outlined in this policy throughout their appointment.

Where a student leader does not meet these expectations, the following process will apply:

Step 1 — Feedback and support

- The student meets with a member of the school leadership team to discuss the concern, clarify expectations and identify strategies for improvement.
- Parents/carers are notified.

Step 2 — Formal written warning from the Principal

- If concerns are significant or continue, the Principal issues one formal written warning, outlining the concern, required improvements and consequences of further breaches.
- Parents/carers are notified.

Step 3 — Review and possible withdrawal

- Following a formal written warning, any further substantiated failure to meet leadership expectations may result in the Principal withdrawing the student's leadership position.

Policy statement:

A student leadership position may be withdrawn following one formal written warning issued by the Principal. Before making a final decision, the Principal will consider the circumstances, provide the student an opportunity to respond, consult with parents/carers and determine whether withdrawal is appropriate.

Applying for Multiple Student Leadership Positions

Students are encouraged to explore the different leadership opportunities available at Chatswood Hills State School and may apply for more than one position.

- Students may submit an Expression of Interest (EOI) for School Captain and separately apply for House Captain, Music Captain or LOTE (Japanese) Captain through the relevant selection processes.
- The School Captain selection process will be completed first, followed by the selection processes for House, Music and LOTE Captains.
- Students elected as School Captains cannot hold another formal student leadership position.
- Students selected as House, Music or LOTE Captains may hold more than one leadership position, including roles such as Rangers or Student Council representatives, provided they can fulfil the responsibilities of each role.
- Students holding multiple positions are expected to demonstrate a commitment to all their leadership responsibilities.

The selection processes for House, Music and LOTE Captains are being developed and will be communicated separately to students and families.

Resigning from a Student Leadership Position

We recognise that student circumstances, interests and commitments may change throughout the year. This may include students who leave the school throughout the school year.

If a student wishes to resign from their leadership position, the following process will apply:

1. **Discussion:** The student is encouraged to speak with the Principal or relevant staff member about their decision.
2. **Written notification:** The student and their parent/carer submit a written request to the Principal confirming their intention to resign.
3. **Acknowledgement:** The Principal meets with the student to acknowledge their contribution and confirm the resignation.
4. **Vacant position:** The school will determine whether the vacant leadership position will be filled, considering the stage of the school year and the relevant selection process.

Resigning from a leadership position will not affect a student's standing within the school or their ability to contribute positively to school life. Students who resign will be thanked for their service and encouraged to continue demonstrating leadership through their everyday actions.

Appendix A: EOI Leadership Position of School Captain 20XX

We are currently seeking nominations for the leadership position of School Captain at Chatswood Hills State School for 20XX. The students who are selected in these positions have an important role to play within our school and need to have a history of exemplary behaviour, a commitment to our Student Code of Conduct and an industrious work ethic.

Examples of the characteristics we are looking for are:

- Role model for other students.
- Continual high level of good behaviour in class and playground (demonstrated by class teacher feedback, Buddy Class, RPRs and suspensions history)
- Always in correct school uniform.
- Ambassador for the school.
- Confident public speaker.
- Able to talk to different audiences including adults and fellow students
- Can keep up with schoolwork and not use leadership role as an excuse for falling behind class work.
- Responsible, reliable and able to work independently to get tasks done and be at activities/meetings on time.
- Rarely absent from school.
- Involved in school activities.
- Interacts across the whole range of school students.

If you feel you can fulfil the position of School Captain, please nominate on the space below and return it to the Front Office by XX/XX/XXXX. More information on our Student Leadership Policy can be found on our website www.chatswoodhilsss.eq.edu.au/studentleadership

For the nomination to be accepted it must be endorsed by your parent/caregiver and two teachers who are not your current teachers.

Positions are not gender specific and your continuation in the role for the year will be dependent on your ongoing commitment to the school and exemplary behaviour and work effort in class.

I, _____ (Student Name) in _____(Class) would like to nominate for a School Captain position for 2027.

I understand that the continuation of my tenor as a School Captain relies on me maintaining the above standards throughout the year as per the Chatswood Hills State School Student Leadership policy.

Signatures for my Nomination

Parent Name 1: _____ Parent Signature 1: _____

Teacher Name 1: _____ Teacher Signature 1: _____

Teacher Name 1: _____ Teacher Signature 1: _____

Appendix B | Preparing your leadership speech

School Captain / Student Leadership Speech • Maximum 2 minutes

A great leadership speech is about more than winning votes. It helps others understand how you will serve, include and represent students at Chatswood Hills State School. Be yourself, share genuine examples and focus on the difference you hope to make.

Plan your message

- Think about why you want to lead and what leadership means to you.
- Choose one or two real examples of how you have helped, encouraged or included others.
- Identify two or three realistic ways you could contribute to school life.
- Think about how you would listen to and represent students across the school.

A simple speech structure

Part	What to include
Beginning	• Introduce yourself, • explain the role you are seeking and • share why it matters to you.
Middle	• Share genuine leadership examples • Share two or three achievable goals. • Explain how you will support other students.
Ending	• Summarise the difference you hope to make. • Thank your audience and, for the final election speech, • Respectfully ask for their support.

Helpful speech tips

- Keep one clear message throughout your speech.
- Use positive, respectful language and your own words.
- Avoid unrealistic promises, gifts, gimmicks or criticism of other candidates.
- Humour is welcome when it is kind, natural and does not distract from your message.
- Ask a trusted adult or teacher for feedback, then make the speech your own.
- Practise with a timer: your speech must be no longer than two minutes.

Practise presenting

- Read aloud to a family member, friend or mirror and practise several times.
- Speak at a steady pace, clearly enough for your audience to hear.
- Look up when you can; cue cards are fine if they help you stay on track.
- Use a friendly expression and natural gestures.

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ABN: 97 913 893 118

Appendix C | School Captain Agreement (DRAFT ONLY)

School Captain • Student and family agreement

Congratulations on being selected as one of our four School Captains. This is an opportunity to serve others, represent student voice and help every student feel that they belong at Chatswood Hills State School.

My commitment as a School Captain

I understand that my actions matter at school and when representing the school in the community. I commit to:

- Model our school expectations through respectful, safe and responsible behaviour.
- Treat all students fairly, including students whose views differ from my own.
- Be reliable, punctual and prepared for agreed leadership duties.
- Wear school uniform appropriately and represent the school with pride.
- Encourage participation, belonging and the achievements of others.
- Work cooperatively with staff, families and fellow student leaders.
- Seek help when needed and respond constructively to feedback.
- Balance leadership commitments with learning and wellbeing.
- Represent students at assemblies, school events and community occasions when requested.
- Listen to student ideas and share them respectfully with staff.
- Welcome visitors and support younger students as a positive role model.

My commitments from my leadership speech

I will work towards the realistic commitments I shared during my speech:

1. _____

2. _____

3. _____

Support, feedback and accountability

If concerns arise, the school will consider the circumstances, speak with me and my family as appropriate, and provide feedback and an opportunity to improve. This may include restorative conversations, agreed goals or a review of duties. Serious or repeated concerns may result in temporary changes to, or withdrawal of, my appointment following a fair review by the Principal. Any behaviour response will be consistent with the school Student Code of Conduct.

By signing, we acknowledge the responsibilities and agree to work together to support successful leadership.

Student name: _____ Student signature: _____

Parent name: _____ Parent signature: _____

Parent name: _____ Parent signature: _____

Principal name: _____ Principal signature: _____

Date: _____

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Appendix D | Student Leader Agreement (DRAFT ONLY)

House, Japanese and Music Captains

Congratulations on being selected as a Student Leader. Your contribution helps create an inclusive school where students are encouraged to participate, learn and celebrate one another.

Leadership role: _____

My commitment as a Student Leader

I commit to:

- Model our school expectations through respectful, safe and inclusive behaviour.
- Treat all students fairly, including students whose views differ from my own.
- Be reliable, punctual and prepared for agreed leadership duties.
- Wear school uniform appropriately and represent the school with pride.
- Encourage participation, belonging and the achievements of others.
- Work cooperatively with staff, families and fellow student leaders.
- Seek help when needed and respond constructively to feedback.
- Balance leadership commitments with learning and wellbeing.
- Work with my supervising teacher to plan and support activities relevant to my leadership role.
- Encourage students of all abilities and backgrounds to participate.
- Communicate respectfully with other leaders and staff when I need assistance or cannot attend a duty.

Role-specific responsibilities

- House Captains: promote house spirit, teamwork and sportsmanship; assist with carnivals and house activities.
- Japanese Captains: encourage Japanese language and cultural learning; assist with relevant events and activities.
- Music Captains: support performances, rehearsals and music events; encourage younger musicians.

Support, feedback and accountability

Staff will provide guidance and feedback throughout the year. If concerns arise, the student and family will be supported to understand expectations and make improvements. Serious or repeated concerns may lead to a fair review of the appointment by the Principal, consistent with the school Student Code of Conduct.

By signing, we acknowledge the responsibilities and agree to work together to support successful leadership.

Student name: _____ Student signature: _____

Parent name: _____ Parent signature: _____

Parent name: _____ Parent signature: _____

Principal name: _____ Principal signature: _____

Date: _____

CHARACTER CREATIVITY CRITICAL THINKING COMMUNICATION COLLABORATION CITIZENSHIP

Our vision...
To empower our students to effectively use the 6Cs to make a difference and create a better world together.

Appendix E | Letter of Acceptance

Template — complete the details before issuing to families.

Date: [Insert date]

Dear Parent/Carer,

Congratulations! We are delighted to offer your child, [Student name], the position of [Leadership role] at Chatswood Hills State School for [Year].

Being selected as a student leader recognises your child's willingness to contribute to our school, support others and take on additional responsibility. We look forward to seeing them grow as a leader and make a positive difference to our school community.

We warmly invite you to join us for the Student Leadership Induction Ceremony, where our student leaders will be formally recognised and presented with their badges.

Induction date: _____

Arrival time: _____

Ceremony start time: _____

Location: _____

Please review the attached Student Leadership Agreement with your child and return the signed copy by [date]. Details about any additional ceremony arrangements will be shared closer to the event.

Thank you for supporting your child as they take on this important role. We look forward to celebrating this achievement with you.

Kind regards,

Michael Richards
Principal
Chatswood Hills State School

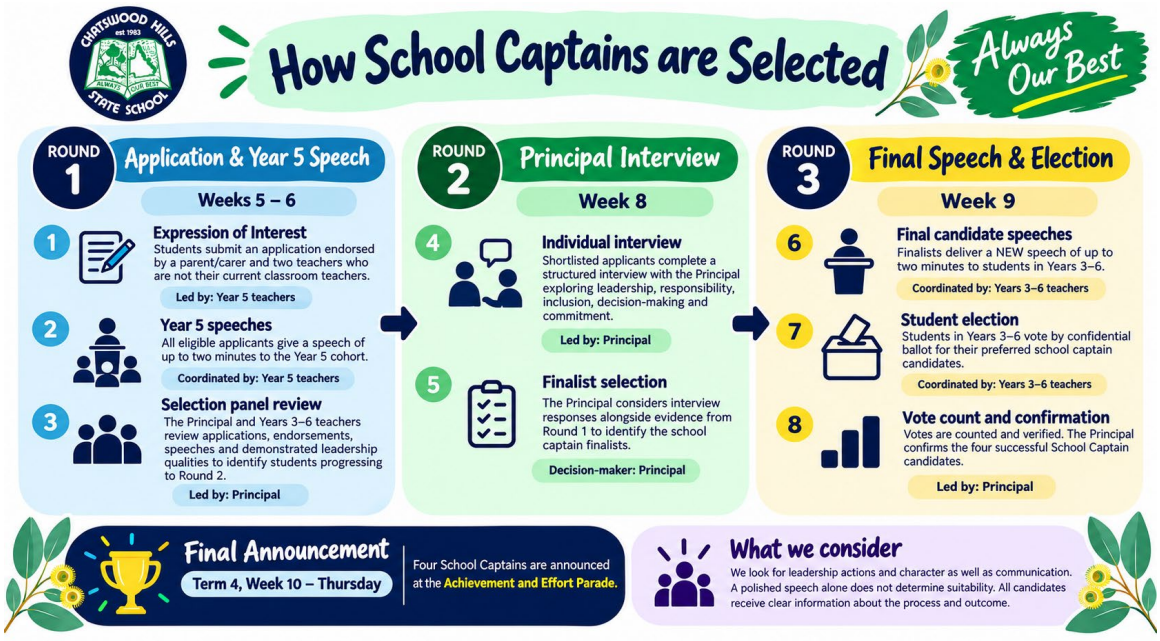
Note: Leadership positions will be announced at the Thursday Academic Achievement Parades in Term 4, Week 10. The induction ceremony details above are to be confirmed separately.

Appendix F – Infographics for Presentation

Facebook Slides



How School Captains are Selected



Roles and Responsibilities

