

Sri Lankan School - Muscat
Leadership Cultivation

1. AIMS:

- 1.1. To identify the leadership qualities of students from a very young age and provide opportunities to enhance those qualities
- 1.2. To inculcate attributes of leadership in the students
- 1.3. To involve students in day to day functional activities of the School.

2. METHODS USED

- 2.1. Establish cohorts of leaders at different class ranges
- 2.2. Conduct workshops, seminars, lectures, discussions etc. to introduce the concept of leadership
- 2.3. Assign appropriate duties to the leaders and provide assistance in executing them
- 2.4. Monitor the progress and keep records

3. CATEGORIES

- 3.1. Class Monitors
- 3.2. Junior Leaders
- 3.3. Stewards
- 3.4. Junior Prefects
- 3.5. Senior Prefects

4. ELIGIBILITY

- 4.1. Students who have completed a minimum of 1 year at Sri Lankan School are eligible to apply for the positions Junior Leader, Steward and Junior Prefect.
- 4.2. Only students who are appointed as Junior Prefects are eligible for promotion as Senior Prefects
- 4.3. The Principal and the staff have the discretion of appointing a student who has not being a Junior Prefect, as a Senior Prefect, with the approval of the Board of Directors, if he/she has brought exceptional glory to the school while he/she is in Year 12.

5. Panel in Charge (PIC)

The Principal will appoint a panel consisting of three teachers for each leadership category excluding the senior prefects. These appointments will exclude the class teachers of the preceding and current classes and the coordinator of the student leadership program in the school. The panel in charge of the senior prefects will consist of the 3 Teachers in charge of the Junior Leaders, Stewards and Junior Prefects.

The members will be appointed in the 1st week of the new school year and their term will be valid for the appointed academic year. A member of the panel cannot serve two consecutive terms. The Principal will appoint one of the members of the panel as the Teacher in Charge (TIC) of the panel.

6. DESCRIPTION

	Category	Class range	Areas of Duty	Insignia	Induction	Hierarchy	Number (Equal or less than)
1	Class Monitors	All classes	Class duties – maintaining class record book in good order, keeping the white board clean, managing the soft boards in the class, class cleanliness, A/C and fan switches	Plastic badge	Appointed by Class Teacher once a fortnight in rotation	None	2 Boy and 2 Girl per class per month
2	Junior Leaders	Year 6	Discipline of primary students, General cleanliness of school compound, Assembly duties, maintaining soft boards in the corridors of KS2, Special duties at school functions	Plastic badge	Grand induction ceremony	None	10% of students in Yr 3 to 6
3	Stewards	Years 9	Discipline of KS3 children, General cleanliness of school compound, Assembly duties, Interval duties, special duties at functions	Metal badge	Grand induction ceremony	None	10% of students in Yr 7 to 9
4	Junior Prefects	Year 12	Discipline of whole school. Routine duties assigned on all aspects of school administration. Each JP to be responsible for an identified duty	Small silver badge	Grand induction ceremony	Two Coordinators (Boy & Girl)	10% of students in Yr 10 to 12
5	Senior Prefects	Year 13	Senior prefects would oversee, manage and lead the Junior Prefects on their routine duties	Large silver badge Gold badges for hierarchy. College Blazer	Grand induction ceremony	Head Boy, Head Girl, DHB & DHG	Equals the number of JP's promoted

7. PROCEDURE OF SELECTION

In the first week of the school academic year the school will display a notice of invitation for applications on the main notice board. Additionally, a circular will be sent to all parents informing them of the process and selection criteria.

Prescribed Application Forms will be available to the students from the second week of the First Term in the Academic Year. Duly completed applications should be handed over to the Teacher in Charge of the relevant leadership category before the end of the first month of the new academic year with documentary evidence of achievements.

Category	Initiation of process	Verification	Short Listing	Interview Panel (Recommend)	Approve	Ratify
Junior Leaders	Students apply on prescribed application form.	Year 5 class teachers and 3 subject teachers of previous year report on prescribed forms.	Applicants with adverse comments on discipline by previous class teachers will not be called for interviews	Assistant Principal (Chairperson of the Panel) Head of Sports, PIC- Junior Leaders,	Deputy Principal	Principal
Stewards	Students apply on prescribed form	Year 8 class teachers and 3 subject teachers of previous year report on prescribed forms.	Applicants with adverse comments on discipline by previous class teachers will not be called for interviews	Deputy Principal (Chairperson of the Panel) Head of Sports, PIC – Stewards	Principal	Board of Directors
Junior Prefects	Students apply on prescribed form	Year 11 class teachers and 3 subject teachers of previous year report on prescribed forms.	Applicants with adverse comments on discipline by more than one teacher will not be called for interviews	Deputy Principal (Chairperson of the Panel), HODs, PIC-Junior Prefects	Principal	Board of Directors
Senior Prefects	PIC - Junior Prefects submits report	Not Applicable	Applicants with adverse comments on discipline and leadership qualities will not be considered for promotion as senior prefects.	Deputy Principal (Chairperson of the Panel), HODs PIC – Senior Prefects	Principal	Board of Directors

8. SELECTION CRITERIA

Cat	Discipline And Interpersonal Relationships	Academic	Sports	Co-curricular Activities	Duration in school	Expression	Leadership Qualities, Personality & Services Rendered	Total
JL	Reports from class teachers & 3 subject teachers of the applicants choice (Maximum 20 marks)	Average of 3 (immediate previous) term averages considered (maximum 20 marks)	Report from Sports Dept 10 marks for participation 10 for achievement (max 20 marks)	Reports from TICs of activities 5 for participation 5 for achievement (max 10 marks)	2 marks per year in school (max 10 marks)	Fluency of language, clarity of expression (10 marks)	Awarded by the interview panel (10 marks)	100
ST	Reports from class teachers & 3 subject teachers of the applicants choice (max 20 marks)	Average of 3 term averages considered (maximum 20 marks)	Report from Sports Dept 10 for participation 10 for achievement (max 20 marks)	Reports from TICs of Activities 5 for participation 5 for achievement (max 10 marks)	2 marks per year in school (max 10 marks)	Fluency of language, clarity of expression, Imagination, vision, logical thinking, general knowledge (10 marks)	Awarded by the interview panel (10 marks)	100
JP	Reports from class teachers & 3 Subject teachers of the applicants choice (max 20 marks)	IGCSE results, 3 marks for A* 2 for A, 1 mark for B and .5 for C (maximum 20 marks)	Report from Sports Dept 10 participation 10 achievement (max 20 marks)	Report from TICs of activities 5 for participation 5 for achievement (max 10 marks)	2 marks per year (max 10 marks)	Linguistic personality (10 marks)	Awarded by the interview panel (10 marks)	100
SP	Report from TIC-JP on performance and conformity to school rules and Prefects' Oath.	Above D Grade in minimum 3 subjects at AS Level required for promotion,	-	-	-	-	-	-

9. The Breakdown of marks

The marks allocated to sections 9.1 to 9.4 will be compiled by the Coordinator – Student Leadership Cultivation Programme. The interview panel will assign marks for sections 9.5 & 9.6 only. The marking for 9.1 to 9.4 will not be available to the interview panel prior to conducting the interviews.

9.1. Discipline and Interpersonal Relationships:

Each subject teacher and class teacher independently gives a mark out of 20 for each applicant based on the criteria listed below:

- Behaviour in and out of the classroom
- Cooperation and goodwill
- Interpersonal relationships with other students
- Respect to teachers
- Loyalty to school
- Respect to the school uniform and general appearance
- Warning letters issued for disciplinary matters (-10 point)
- The average of the teachers' marks is taken (out of 20)

9.2. Academic Performance:

The average of the three term averages (rounded to nearest whole number) is considered:

- 90% and above - 20 marks
- 80% to 89% - 16 marks
- 70% to 79% - 12 marks
- 60% to 69% - 8 marks
- 50% to 59% - 4 marks

9.3. Sports:

9.3.1. **Participation:** The following criteria are taken in to consideration – number of games, being in a College Team, intensity of participation, attendance, sports discipline, attitude towards the game.

9.3.2. **Achievements:** The following criteria are taken in to account – being the Captain, Vice Captain of a college team, Awards/ medals/ championships achieved, achievements at interschool championships/tournaments will be weighted more. Reports from Teachers in Charge of the Activity are considered in awarding marks

9.4. Co-curricular Activities:

- All non-sports activities are considered
- Marks given for active participation, attendance, contribution and number of activities
- Being an office bearer of an activity is defined as achievement.
- Achievements at intra school, inter school, national and international levels are weighted in that order.
- Reports from Teachers in Charge of the Activity are considered in awarding marks

9.5. Expression:

The objective of the interview is to assess the self image of the applicant. The interview panel will ask age appropriate questions in the areas of vision, goals, objectives, aspirations and attitudes and award marks on these aspects.

9.6. Leadership Qualities, Personality and Services Rendered:

The interview panel will provide the opportunity for the applicants to make a short personal statement.

The panel will verify the authenticity of facts mentioned, if necessary, before awarding marks.

Proper grooming at the interview as well as other times, pleasant demeanour and smart body posture are considered in awarding marks.

10. TRANSPARENCY AND FAIRPLAY

10.1. The Teacher in Charge of the relevant group has the responsibility of getting the observations of relevant teachers on prescribed formats well in time for the verification and interview stages to be conducted

10.2. The members of the interview panel would award marks independently on Expression and Leadership, Qualities, Personality and Services Rendered categories and the average mark will be used for the calculations.

10.3. The marks obtained by each candidate are made available to the candidate/parents before releasing the list of appointees. The parents and candidates will be provided three days to respond in writing to the school of discrepancies if any. However the school reserves the authority for the final decision on the award or marks.

10.4. Candidates/Parents will be allowed to point out errors/omissions in all objective criteria Viz. Academic, sports, co-curricular activities and duration in school.

10.5. The subjective criteria – Discipline, Expression, Leadership, Interpersonal Relations and Personality - will not be subject to review

11. THE HIERARCHY

The hierarchy of the Senior Prefects' Guild consists of the Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl, Games Captain (Boys) and Games Captain (Girls). These appointments will be made by a committee consisting of the Principal, Deputy Principal, Heads of Departments and the TIC (Senior Prefects). The views of the Staff and the Senior Prefects will be taken in to consideration in the form of a ballot to ascertain who commands their respect. But this would not be binding on the committee.

12. RATIFICATION

Immediately upon finalization of the selection, recommendation and approval process the Principal will submit the list of appointees (excluding names) to the Hon Chairman for the ratification of the Board. The Compliance sub-committee of the Board will review the list for compliance purposes. The list ratified by the Board will be displayed on the school notice board together with the total marks obtained by the appointed applicants.

13. INDUCTION

Induction of all categories will be completed within two months from the start of the academic year.

The induction of Junior Leaders, Stewards, Junior Prefects and the Senior Prefects will be done at a Grand Induction Ceremony.

14. DE-INDUCTION

An inducted leader found guilty of non-conformity to the pledges given in the oath, may be de-inducted after an inquiry is conducted by the school with the summary report ratified by the Board.

15. LEADERSHIP CULTIVATION ASPECT

The policy of Student Leadership Cultivation will be made a public document. Students who aspire to become leaders will know in advance which qualities to be cultivated. Parents and teachers will be able to work on the identified and required attributes of leadership.

Subsequent to being appointed, regular training sessions will be conducted to nurture leadership in the students of SLSM.

16. TRAINING PROGRAMME

	Area of training	Mode	Trainer	JL	Stewards	JP	SP
1	Courtesy, good manners, grace & finesse	Training session	External trainer	√	√	√	
2	Poise & Carriage	Drill & Exercises	HOD Sports	√	√	√	√
3	Public speaking	Workshop	HOD English	√	√	√	√
4	Nutrition, health & food habits	Lecture	Nutritionist	√	√	√	√
5	First Aid	Workshop	School Nursing Sister	√	√	√	√
6	5S & Quality Circles	Presentation	5S Task Force	√	√	√	
7	Duties, Responsibilities & Team Work	Theatre exercises	Head – Living Values Task Force	√	√	√	
8	Communication	Presentation	Principal	√	√	√	√
9	Mind – Concentration & Relaxation	Training session	Principal	√	√	√	√
10	Breathing & voice training	Workshop	Principal	√	√	√	

Sports

Participation (Total = 10)		Maximum
# of sports played / events participated	<i>1 for 1 sport, 2 for 2 sports and full mark of 3 for any additional</i>	3
# of years playing the sport / participating in events	<i>1 for minimum 1 year, 2 for 2 years and full mark of 3 for any additional years</i>	3
Technical Skills - Knowledge of sport & rules	<i>A thorough understanding of the sport, rules and regulations</i>	1
Flexibility	<i>Demonstrates ability to be adaptive and accepting of new ideas, team members, coaches, techniques and a willingness to approach new challenges</i>	1
Initiative	<i>Demonstrates the tendency to contribute ideas and initiate new strategies</i>	1
Sportsmanship / Integrity	<i>Regulates own behaviour, comprehends team hierarchy/ structure and culture and acts appropriately, Behaves in an honest and trustworthy manner, treats others fairly and is open about one's own failures and misjudgments</i>	1
Achievement (Maximum Applicable Total = 10)		
1 st place (Gold medal) in individual or team event	<i>2 marks per gold medal / 1st place</i>	
2 nd place (Silver medal) in individual or team event	<i>1.5 marks per silver medal / 2nd place</i>	
3 rd place (Bronze medal) in individual or team event	<i>1 mark per bronze medal / 3rd place</i>	
Age Group Champion / MVP/School Colours	<i>2 marks each for becoming an age group champion/ MVP / receiving School Colours</i>	
Participation at National or International competitions in a team or individual event	<i>3 bonus marks reserved for individuals who has participated in sports at national or international level. 1 mark will be awarded for each sport represented with the maximum bonus marks awarded being 3 for 3 sports</i>	

Notes

1. In the participation category for sports the applicant will be awarded a maximum of 10 marks. i.e. A student taking part only in Basketball for 2 years will receive 1 mark for playing the sport and 1.5 marks for the 2 years. A total of 2.5 marks according to the set criteria.

2. In the achievement category for sports the applicant may score more than 10 marks, however the maximum total applicable for final total computation is 10 marks. i.e. A student has won 6 gold medals and the total marks awarded as per above table will be 2 marks X 6 gold medals which equals 12 which will be capped to 10.
3. A student who has taken part in 2 events each at 3 different sports meets and has won 1 gold and 2 silver medals will receive points in the following manner. 1.5 marks for participating in two events and 2 marks for participating for 3 years and 2 marks for the gold medal and 3 marks for the silver medals. A total of 3.5 marks for participation plus 5 marks for achievement. A grand total of 8.5 marks for the sports category.

Co-Curricular

Participation (Total = 5)		Maximum
# of activities Participated in	<i>1 for 1 activity , full mark of 1.5 for any additional</i>	1.5
# of years of participating in events	<i>.5 for minimum 1 year, full mark of 1 for 2 years and for any additional years</i>	1
Respect for Authority	<i>Demonstrates ability to accept judgment/verdict of evaluators and accepts victory with humility and defeat with graciousness</i>	.5
Technical Competence	<i>Demonstrates adequate depth knowledge of activity and prepares oneself accordingly understanding ones strength and capability (as opposed to participating for the sake of being a participant)</i>	.5
Initiative	<i>Demonstrates the tendency to contribute ideas and initiate new varieties</i>	.5
Attention to detail	<i>Demonstrates level of thoroughness in all aspects of activity paying attention to even the smallest of detail</i>	.5
Team Spirit	<i>Demonstrates respect for fellow participants and is mindful and attentive to others needs</i>	.5
Achievement (Maximum Applicable Total = 5)		
Sectional or Age Group Champion / Best Performer	<i>3 marks for being awarded the sectional / group champion in an activity and 3 marks for being awarded the best performer</i>	
Gold Medal Winner (1 st Place)	<i>2 marks per gold medal / 1st place</i>	

Silver Medal Winner(2 nd Place)	<i>1.5 marks per silver medal / 2nd place</i>	
Bronze Medal Winner(3 rd Place)	<i>1 mark per bronze medal / 3rd place</i>	

Note:

1. In the participation category for co-curricular the applicant will be awarded a maximum of 5 marks. i.e. A student taking part only in drama for 2 years will receive 1 mark for participating and 1 mark for the 2 years. A total of 2 marks according to the set criteria.
2. In the achievement category for co-curricular the applicant may score more than 5 marks, however the maximum total applicable for final total computation is 5 marks. i.e. A student has won 3 gold medals and the total marks awarded as per above table will be 2 marks X 3 gold medals which equals 6 which will be capped to 5.
3. A student who has taken part in 2 activities each in 3 different years and has won 1 gold and 2 silver medals will receive points in the following manner. 1.5 marks for participating in two events and 1 mark for participating for 3 years and 2 marks for the gold medal and 3 marks for the silver medals. A total of 2.5 marks for participation plus 5 marks for achievement. A grand total of 7.5 marks for the co-curricular category which will be capped to 5.