



THE NORTON KNATCHBULL SCHOOL
ACADEMY TRUST

STUDENT VOICE AND SCHOOL COUNCIL POLICY



1. Rationale

Norton Knatchbull School values the views and opinions of its students. The School Council is a forum for ideas, suggestions and enquiries from students. The students of the school should be consulted on new initiatives and ideas being considered by the school leadership and should be given an input in to the appointing of new staff.

2. Purpose

Aims of the School Council:

- a) To involve pupils in the decision making process in the school by consulting them on any issue relevant to school life.
- b) To come up with new ideas to improve the school community.
- b) To enable pupils to experience a formal schedule of meetings, their rules and procedures.
- c) To give pupils responsibility.
- d) To give leadership opportunities to the School Captain and his deputies
- e) To act as a focus for tutor groups and year groups.
- f) To contribute to the School Improvement Plan.

3. Implementation

a) Procedures for the School Council:

- Each form elects two representatives.
- These two representatives attend a Year Council meeting (held every term).
- This meeting will discuss issues that the representatives have brought forward from their form.
- This meeting will be chaired by a Year Prefect.
- The Year Council will decide on issues they want to put on the agenda of the School Council meeting.
- The Year Council will elect two of its members to go forward and represent the views of the year group at the School Council meeting.
- The School Council meets every term (usually the week following the Year Council meetings).
- The School Council meeting will be chaired by the School Captain.
- The Assistant Headteacher, (Pastoral Welfare), will attend the meeting.
- The Assistant Headteacher, (Pastoral Welfare) and the School Captain will select items for the agenda and may include other items for discussion.
- The Assistant Headteacher, (Pastoral Welfare) and the School Captain will record and agree minutes of the meeting.
- Feedback will be given to the rest of the school through the published minutes and through assemblies by the year representatives where this is appropriate.
- Copies of the minutes will be sent to the Senior Leadership team, Governors and other relevant staff.
- The relevant staff may wish to follow up items with representatives of the Council.

b) Roles and Responsibilities regarding the School Council

All students - have the opportunity to contribute to discussions in form groups.

Form representatives - are expected to represent the views of their form at Year Council meetings.

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The School Captain, his deputies and form prefects - will lead the meetings at various levels and feedback to SLT and Governors if and when required.

Form Tutors - will provide opportunities for the students in their form to contribute to discussions about ideas and issues relating to schools. They will also coordinate the form in the selection of their Year councillors.

The Assistant Headteacher (Pastoral Welfare) - will coordinate the scheduling and running of Year and School Council meetings. He/she will promote the views of the School Council to the SLT and other staff when appropriate.

c) Interview Panels.

Where it is felt appropriate by the Senior Leadership team, the School Council (and on some occasions additional students) will be asked to act as guides and participate in an interview panel for prospective new members of school staff.

d) Additional roles of the School Council

When it is felt appropriate, the School Council (and on some occasions additional students) will be asked to take part in a variety of representative duties in the school and the wider community (e.g. Remembrance Day ceremonies, Ashford Youth Forum, Meetings with the Mayor).

4. Links to other Policies/Documents

- Student Conduct Policy
- Teaching and Learning Policy
- Cultural Spiritual and Moral Development Policy
- Anti-bullying Policy