



PUPIL INVOLVEMENT AND CONSULTATION POLICY

June 2006

Monifieth High School

Pupil Involvement and Consultation Policy

1. Purpose

The purpose of this policy is to ensure that:

- all pupils are involved in decisions that affect their daily lives.
- all pupils are consulted as part of the school development process.
- the school complies with the statutory requirements for consultation contained in the Standards in Scotland's Schools etc Act (2000), UN Convention on the Rights of the Child (1989), Children Scotland Act (1995) and address recommendation 3 within Better Behaviour, Better Learning (2002).
- pupils are given periodic opportunities to participate in and be consulted about community issues beyond the school.

2. Underpinning Principles

The involvement of pupils in all appropriate aspects of school life is central to our ongoing development as a learning community. In particular, pupil involvement, consultation and responsibility is essential in the development of all pupils as Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors.

This Policy therefore has a direct bearing on our approach to Active Learning, Inclusion, Promoting Positive Behaviour, Enterprise Education, etc. It affects and reflects a wide range of activity by pupils and staff alike, for example

- learning and teaching in the classroom.
- formal and informal pupil consultation.
- the House system.
- Peer Support, Scribing and Buddying activities.
- pupil care and support.
- extra curricular activities.

Involvement of pupils clearly presupposes consultation, in the classroom or in any of the activities listed above. Consultation also takes place in more structured forms. Appendices 1-3 give details of two key structures for this; Appendix 4 lists a range of ways in which pupils are currently involved in the life of the School.

Regarding consultation, the following principles underpin the policy:

- the requirement to listen to and consult with all children/young people.
- the right of children to express the views that they have and for their views to be listened to in anything that affects them (UN Convention on the Rights of the Child; Article 12) (Children Scotland Act 1995).
- due regard to be given to the child's view about their own education including children with additional support needs - [The Education (Additional Support for Learning) (Scotland) Act 2004]
- the School is firmly committed to ensuring consultation with young people in order to meet the articles in the UN Convention on Rights of the Child (1989), Children Scotland Act (1995), Human Rights (1948) and sections detailed within this document from the Standards in Scotland's Schools etc Act (2000).

- the right to freedom of expression, to hold views and to impart information and ideas (Human Rights Act, Article 10).
- the right of children to participate in and be consulted about the school development planning process (Standards in Scotland's Schools etc Act (2000), (Section 6)).

3. Who Should Implement the Policy

The Head Teacher is responsible for the implementation of this policy by:

- promoting a positive ethos in the school which values the inclusion of all pupils.
- ensuring that this Pupil Involvement and Consultation Policy is promoted appropriately to staff, pupils, parents/carers and the School Board.
- ensuring that this policy is fully implemented and reviewed on a regular basis.
- providing regular information and promoting training for staff.
- ensuring that all staff know their legal responsibilities and receive support in carrying these out.
- providing any data required by the Education Authority.
- nominating appropriate staff to undertake specific responsibilities.

Staff with specific remits are responsible for the implementation of this policy by:

- developing and promoting an infrastructure for establishing and supporting pupil involvement and consultation procedures.
- acquiring knowledge and understanding of the relevant legislation.
- providing training opportunities for pupils and staff.
- providing feedback to the SMT and other members of staff as appropriate.

All staff are responsible for the implementation of this policy by:

- promoting opportunities for pupils to be involved in appropriate aspects of school life.
- providing opportunities for pupils to assume/discharge appropriate responsibilities.
- listening to and respecting the views of pupils.
- taking up training opportunities.

All pupils are responsible for the implementation of this policy by

- becoming involved in appropriate aspects of school life.
- accepting individual responsibility for learning and relationships with others.
- being willing to take up specific responsibilities and/or supporting others who have done so.
- taking up training opportunities.

APPENDIX 1

House & Pupil Council System

1. Election of “Reps”

- For S2-S5, each Tutor Groups elects 2 Reps annually in late August/September.
- For S1, each Tutor Groups elects 2 Reps annually in late September, after S1 Induction.
- “Reps” are both members of the appropriate year Council and assist House Captains with the running of House events.

2. Organisation of Councils

- Bi-annually in August, expressions of interest are sought from all staff re willingness to serve as House and Council Link staff for a 2-year period.
- Meeting in early September each year with:-
 - person in charge of House System – D Black.
 - G Kiddie – School Councils and Prefects.
 - K Ritchie – pupil involvement and Prefects.
 - R Coton – coordinator of School Development Plan.
 - members of House staff.

The purpose of the meeting to:-

1. To consider issues for discussion at Pupil Councils during the course of the year (drawn from previous developments, the current School Development Plan, etc, etc).
 2. Draw up a calendar of house events and council meetings to include
 - first round of meetings – September
 - second round of meetings – late October/early November
 - third round of meetings – late January/early February (Dev Plan)
 - fourth round of meetings – summer term
 - plus other meetings as required
- Prior to each council meeting there should be a briefing meeting of House and Council Link Staff and School Captains with R Coton, G Kiddie and D Black to discuss agendas.
 - Reporting back from meetings should be via minutes of Council meetings which should be passed to G Kiddie who will present them to the SMT.
 - The SMT will then give feedback to councils and/or to all pupils about appropriate action that can be taken in response.
 - Wherever possible, the Chair of the School Board will arrange to meet representatives of the Councils to discuss proposals and, where appropriate, take forward specific ideas through the School Board.

3. Organisation of House Events

- Annually in August, D Black compiles a calendar of House Events to be discussed at the September planning meeting (see Section 2 above).

- Prior to each major House Event, House Link Staff will call a meeting for their House of all House Captains, House Prefects and House Reps. They will receive documentation from the PE Department and will, based on this, organise participation. This will involve completion of documentation and may involve them organising heats, trials, first-round competitions (for non-sporting events).
- House Reps are expected to attend (in order to participate or support) all House events.

4. Remit of House and Council Link Staff

- Support the joint chairpersons at Pupil Council Meetings and take a note of meeting, passing this to R Coton and G Kiddie.
- Meet with House Captains and Class Reps from each year group.
- Liaise re House events – teams.
- Make sure that all paperwork is completed.
- Support and watch events as much as possible.
- Encourage participation by all pupils.

House System

Four members of House staff per House

Balmossie	Dalhousie	Panmure
L Wilson	A Simpson	N Chalmers
C Ewen	F Maclean	C Lusby
B Whitfield	J Bishop	T Adams
D Telfer	S Reid	A Gasowska

House Coordinator: D Black assisted by J Murray

Sports Coordinator: L Cuthbert

Junior (1-3)	Senior (4-6)
2 Staff	2 Staff
2 House Captains	2 House Captains
meet with class reps (1-3)	meet with class reps (4-6)
Cover all Junior events	Cover all Senior events

Pupil Councils

Each House will be responsible for providing staff to act as facilitators at Pupil Councils with each House covering two year groups. There are four Pupil Councils for each year group during the course of each year i.e. per term. Each member of House staff would therefore be responsible for two Pupil Councils meetings per year.

House/Year Group	Balmossie	Dalhousie	Panmure
S1	✓		
S2	✓		
S3		✓	
S4		✓	
S5			✓
S6			✓

APPENDIX 2

Prefect duties

Full duties of Prefects are laid out in the Prefect Handbook (published annually by the Prefect Captains). Prefects are additionally members of Teams, and these duties are summarised below:

House Team

- Regular update and maintenance of house board.
- Liaise with year leaders re Inter House events.
- Manage any documentation (complete and return entry forms, notices in weekly bulletin, etc)
- Liaise with House staff.
- Support Inter House events by competing/spectating, etc.
- Take part in House assemblies to pass on any relevant information, encourage participation reward/recognise success, etc.
- Liaise with Sports Coordinator
- Draw up calendar of proposed events.
- Attend meetings of all House teams for consultation, planning, etc

Learning and Teaching Team

- Liaise with the designated PT subject and department staff.
- Carry out negotiated duties
- Support classroom and extra-curricular departmental activities.
- Carry out administrative tasks required by subject e.g. photocopying, creating displays, word processing, making overheads, etc.
- Review resource materials.
- Assist individual pupils/small groups of pupils with coursework tasks/ investigations, etc.
- Assist with pupil supervision on visits/trips
- Support identified individual pupils with special needs.
- Undergo training where appropriate.

Charities/Fundraising/ Events Team

- Liaise with other school groups.
- Draw up calendar of proposed events.
- Select charities to be supported and establish contacts where necessary.
- Liaise with outside agencies re events.
- Publicity – inform press/radio of events.
- Assist staff with distribution of sponsor forms, collection of monies, etc.
- Take part in House/Year assemblies to publicise forthcoming events.
- Help prepare school hall for school events e.g. Christmas concert, Discos, St Andrews night, etc. after liaising with departmental staff responsible.
- Support whole school fundraising events e.g. Sponsored walk, Fun day, etc.

APPENDIX 3

Prefect Selection

Prefects are selected annually from pupils who are about to enter S6, according to timing laid down in the School Calendar. The suitability of applicants is addressed through:-

- Pupils submitting application forms.
- Surveys of views re candidates' suitability from staff and from fellow pupils.
- Reviewing candidates' fulfillment of the S5 Pupil Agreement, and
- Formal interviews, with a panel of staff and senior prefects from the outgoing S6.

The key papers in this process are attached.

MONIFIETH HIGH SCHOOL

CAPTAINS & PREFECTS

PERSONAL QUALITIES

- Motivation** The extent to which your enthusiasm, commitment and effectiveness in discharging the specific duties and responsibilities of your prefect/captain post will provide you with a sense of personal satisfaction.
- Organisational Skills** Ability to plan, manage and see through to satisfactory completion any tasks associated with the post.
- Teamwork** Willingness and ability to contribute supportively and participate fully with others, even when not leading or when the task is of no personal interest.
- Leadership** Ability to guide, motivate and direct individuals or a group towards a goal without necessarily relying on authority or position.
- Adaptability** Ability to respond promptly, calmly and effectively to changes or unexpected developments.
- High Standards** Ability to establish and maintain high standards of dress and behaviour and application to work, and to act as a positive role model for others at all times.
Ability to represent the school with confidence and distinction as required.

MONIFIETH HIGH SCHOOL

PREFECT APPLICATION FORM

NAME:

Preferred choice of responsibility:

First Choice:

Second Choice:

Third Choice:

Date of last exam this session:

Subjects completed:

Proposed courses for next session:

Post school plans:

Explain why you wish to be considered for the posts you have applied for.
Included in your answer should be the skills, qualities, and ideas you would bring to the post of prefect.

Please return application forms to the school office by **Friday 26th March**

Signed

Date



13th March 2006

Dear

**Prefect/Captain Application
Session 2006-07**

Interviews – 1st Phase

You are invited to attend for interview for a position in the school's prefect/captain team on Monday 20th **March at** in the Boardroom. You should report to the main office area for your interview by Mr Kiddie and the selection panel at least five minutes before the time of your interview.

During the interview you will be asked a number of questions relating to aspects of the responsibilities and duties of prefects/captains. To assist you in your preparations for interview, please find enclosed a copy of the personal qualities expected of a prefect/captain.

If you are unable to attend for the interview, please contact Mr Kiddie as soon as possible so that an alternative time can be arranged. You will be informed as soon as possible thereafter if you have been successful in gaining a position once all interviews have been conducted. If you are appointed as a prefect/captain, you will be expected to attend leadership training events, the details of which will be confirmed to you in due course.

Yours sincerely

G B Kiddie
Depute Rector



Tel: 01382 534466
Fax: 01382 532987
e-mail: monifiethhigh@monifiethhigh.angus.sch.uk

Director
Jim Anderson

Richard Coton M.A. (Hons) Dip Ed
Rector



Monifieth High School
Panmurefield Road
Monifieth
Angus DD5 4QT

17th November 2005

Dear

**Prefect/Captain Application
Session 2005-06**

You are invited to attend for interview in order to be considered to fill vacancies in the school's prefect team on **Monday 21st November at** . You should report to the main office area for your interview by Mr Kiddie and the selection panel at least five minutes before the time of your interview.

During the interview you will be asked a number of questions relating to the duties and/or qualities of a prefect.

If you are unable to attend for the interview, please contact Mr Kiddie as soon as possible so that an alternative time can be arranged. You will be informed as soon as possible thereafter if you have been successful in gaining a position once all interviews have been conducted.

Yours sincerely

G B Kiddie
Depute Rector



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Director
Jim Anderson

Richard Coton M.A. (Hons) Dip Ed
Rector



Monifieth High School
Panmurefield Road
Monifieth
Angus DD5 4QT

20th March 2006

Dear

**Prefect Application
Session 2006-07**

Thank you very much for the interest you have shown in becoming a member of next session's team of captains and prefects by completing and submitting an application form. The very large numbers of applications for these posts is indeed extremely gratifying.

Unfortunately on this occasion however, after scrutiny of pupil and staff votes and other relevant information, you have not been placed on the interview list.

I realise that this will be a great disappointment to you, but would encourage you to persevere with your studies and give service to the school in whatever way you can, as the positive contribution made by all senior pupils to the corporate life of the school is always greatly appreciated and of much benefit.

As you may be aware, occasionally members of the prefect/captain team may decide to leave school during their year of office to enter the world of work or higher education and it is frequently the case that new appointments have to be made to replace those who have left in order to ensure that all prefect duties can continue to be fulfilled.

In such circumstances, I would again welcome your interest and enthusiasm in becoming a prefect should this situation arise.

Yours sincerely

G B Kiddie
Depute Rector



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Director
Jim Anderson

APPENDIX 4

Other opportunities for pupil involvement

There is an ever-broadening range of ways pupils are involved in helping to organise and support the life of the school.

Currently these include:

- Active Learning in all classes.
- Participation in over 30 extra curricular sports and interest-based clubs.
- Helping with major initiatives such as Charities, ECO School, Health Promoting School, etc.
- Enterprise activities.
- Supporting other pupils though, for example, Peer Support, Buddying, Peer Mediation, Scribing.
- Developing Public Art to improve the school environment.
- Membership of the School Board (Head Boy & Head Girl)

The school will regularly seek ways of further extending pupil involvement.