

LCHS Student Voice Constitution 2012-2013 (draft version 1)

Part 1: What is Student Voice?

Student Voice (SV) is a democratic system run by the students of the school as a means to voice student opinion and as a formal body for communication between the students and staff. The constituent bodies of the Student Voice (SV) are the Year Councils (YC), the English as an Additional Language Council (EALC), the School Council (SC) and the General Assembly (GA).

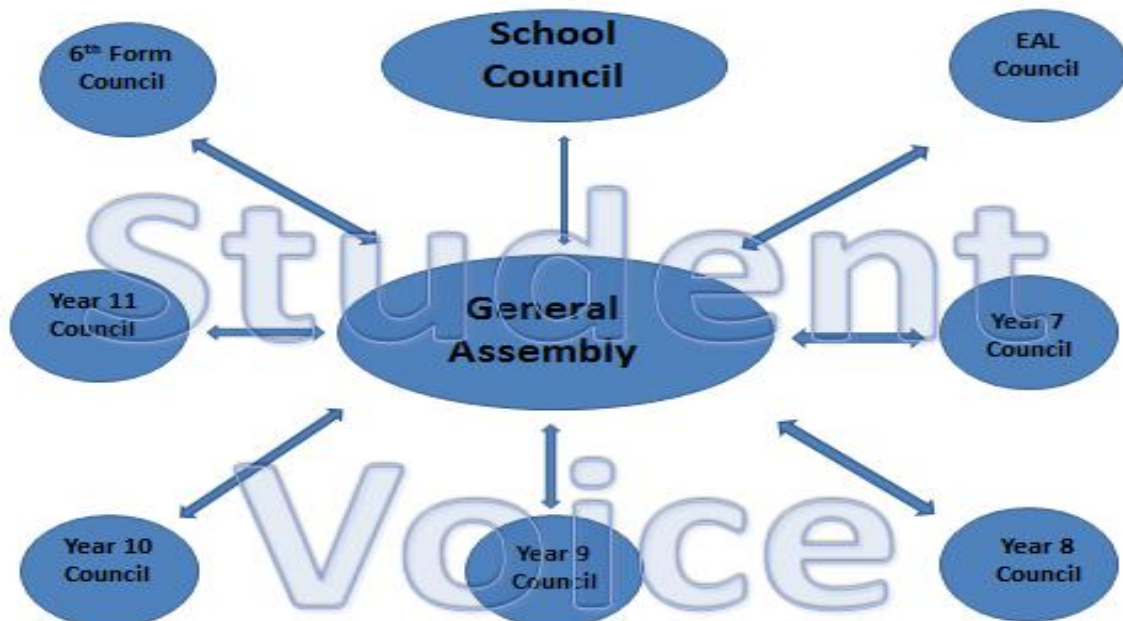
Part 2: Guiding Principles

- SV is led by students
- Staff and other adults facilitate and offer guidance
- The health and safety of all concerned is paramount
- Both success and failure are part of learning and should be accepted as part of the learning process
- All students should have their 'voice' heard in matters that affect them

Part 3: Aims

- Give students the opportunity to learn about and practice democracy
- Give students a voice and channel for representation
- Give the governors and staff an insight into the needs and views of young people
- Pursue issues and goals that are important to LCHS students

Part 4: Structure of Student Voice



4.2 Form Reps

Form reps attend Year Council meetings and General Assemblies. Form reps communicate the concerns and opinions of individuals and groups of students within their tutor groups at Year Council meetings and General Assemblies. Form reps communicate to their tutor groups information passed on to them by their Year Councils, the School Council and the General Assembly.

4.3 Year Councils

Year Councils consists of two elected representatives from each tutor group (Form Reps). Year Councils meetings deal with issues that affect students within their year group together with any whole school issue passed to them by the School Council or General Assembly. Year Councils communicate the concerns and opinions of their year group at General Assemblies.

4.4 The School Council

The School Council (SC) consists of two elected members from each year group and one EALC member. The SC discuss and deal with whole school issues that affect the student body together with any issues that are passed to them by the General Assembly. The SC co-ordinate the election of the local, national and international charities, manage the whole school charity events and act as the central 'hub' for Student Voice. The SC is responsible for and has full control over the SC budget and resources. The Chair of the SC has the right to request attendance at appropriate meetings i.e. Governors, Leadership group, Heads of Department and Heads of Year meetings. SC members each receive twenty five points at the end of a year's membership. SC members receive one house point for each meeting attended.

4.5 The General Assembly

The General Assembly (GA) consists of all the elected student representatives. The GA occupies a central position as one of the chief deliberative and representative organs of Student Voice. The GA provides a unique forum for multilateral discussion of the full spectrum of student issues. The GA deals with issues passed to them by the SC and/or by the Head Teacher.

4.6 The EALC

The EALC consists of elected students with English as an additional language. The EALC discuss and deal with issues that affect students with English as an additional language together with any whole school issue passed to them by the School Council or General Assembly.

Part 5: Communication

- Form reps read out Year Council minutes and deal with Student Voice business during registration time.
- School Council reps communicate appropriate Student Voice business during assemblies.
- All Student Voice meetings are recorded as minutes.
- Year Council minutes are recorded and copies are passed to the School Council.
- School Council minutes are recorded and copies are passed to the Year Councils/EALC
- School Council and General Assembly minutes are placed on the Student Voice notice board, the staff room notice board and e-mailed to all staff.
- Student letters placed in the School Council 'Issue box' in pupil reception are read out and responded to during meetings as a regular agenda item
- The School Council hold weekly drop in surgeries during break time on a Thursday.
- LCHS Leader has a section dedicated to Student Voice information and news.

Part 6: Councillors and Elections

Student Voice elections take place during term 1 each year. The Year Councils consist of two form reps per form. The School Council consists of thirteen councillors. Year seven, eight, nine, ten and eleven each have two seats on the SC. The Sixth Form have two seats and the EALC has one seat on the SC. Year ten Councillors have the option of staying on into Year eleven. School Councillors nominate themselves for the position of Chair, Vice Chair and Secretary. Internal elections determine these positions.

Part 7: Meetings

7.1: School Council meetings

- SC meetings are guided and supported by the Head of Citizenship.
- The Chair of the SC presides over meetings and is chosen during internal elections.
- Routine SC meetings take place during lesson times throughout the year.
- SC meetings are determined and recorded in diaries during the first SC meeting of the year. The dates and periods chosen avoid 'hitting' one subject all of the time.
- The SC may call additional meetings in the lead up to large events.
- All School Councillors are expected to attend all meetings.
- Apologies are given to the Chair or Head of Citizenship in advance of any meeting. If two meetings are missed without good reason, the Councillor is dismissed and the post re-advertised.

7.2 Year Council meetings

- YC meetings are guided and supported by a designated YC link teacher. This position is usually taken by the Head of Year but can be any member of staff associated with the year group.
- The Chair of the YC presides over meetings and is chosen during internal elections.
- YC meetings are scheduled in line with SC meetings.
- Additional meetings may be called as and when necessary.
- All Form reps are expected to attend YC meetings

- YC meetings take place during Wednesday registration, break or lunch.
- Apologies are given to the Chair or YC link teacher in advance of any meeting. If two meetings are missed without good reason, the Form rep is dismissed and the post re-advertised.

7.3 General Assembly meetings

- GA meetings are guided and supported by the Head Teacher and the Head of Citizenship.
- The Head Teacher presides over the meetings and the Head of Citizenship acts as the Secretary.
- GA meetings take place three times per year.
- Requests for agenda items are passed to the SC at least 3 weeks in advance of meetings.
- The Student Voice councils may pass to the SC appropriate whole school issues that they feel the GA should deal with.
- All Student Voice representatives are expected to attend GA meetings.
- The Head teacher may contribute agenda items.

The 2012-2013 Student Voice Constitution was ratified by the School Council after consultation with the Head Teacher, Head of Citizenship, the Heads of Year and the School Council.