



# Newbury Manor School



## Children and Young People's Views and Voice September 2022

<b>Local Procedure Title</b>	<b>Children and Young People's Views and Voice</b>
<b>Site</b>	<b>Newbury Manor School</b>
<b>ECS Policy number and title</b>	<b>ACS 47</b>
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<b>Local Procedure Author(s)</b>	Rebecca McArthur
<b>Local Procedure Ratification</b>	Checked and Approved by: Nancy O Regan

### 1. Introduction

All children and young people have the right to feel that their views and voice are listened to, given meaningful consideration, and are responded to.

The Student Voice will benefit pupils and staff, making the whole school more democratic through listening to young people's personal perspective and helping staff to understand the wishes and needs of the young people. In addition to the School council pupils also have the following opportunities to have a voice.

- H&S student reps
- Well being champions
- NLC – Newbury Learning committee
- Playground pals

The intended outcomes from the Student Voice are:

- That young people learn that they have a voice, and that their voice is listened to, raising confidence and self-esteem
- Strengthening communication
- Helping to support development of positive and meaningful relationships between staff and pupils
- That young people can initiate positive change to aspects of school organisation
- Where decisions differ from the request an explanation is offered and understood
- That staff will learn to listen to, value and respect the wishes and needs of the young people
- Helps to establish a more positive supportive culture within the school and that pupils have a sense of belonging and acceptance.

At Newbury Manor school all pupils are invited to attend weekly School council meetings. These meetings have structure, agendas and meeting minutes. Evidence is compiled in a School council portfolio.

### 2. Infrastructure

The Student Voice consists of the Student Council which is made up all pupils. The weekly meetings are optional but a large majority of the school attend. Other committees including H&S student reps, well being champions, Newbury learning committee and Playground pals.

### 3. Procedure

A member of the Senior Leadership team chair School Council meetings weekly where pupils will have a forum to discuss the concerns of their peers and to put forward suggestions for improvement and change.

- Have your say pupil leaflets can be used to raise concerns or highlight issues as and when they arise.
- Consideration must be given to meeting the wishes expressed unless there is a valid reason not to.
- Any costs likely to be incurred are to be calculated as accurately as possible to allow for any required budget proposals. School council have been involved in writing business cases.
- A response is to be prepared which:
  - a) acknowledges the young person's contribution and thanks them for it a
  - b) offers the pupil a realistic way forward, explaining fully the reasons why the submission is impractical (if that is the case).
  - c) The response to be delivered verbally and in writing, (using symbols if appropriate) to the young person who submitted it. If the submission is anonymous then the action should be the same, but the response should be delivered at the School Council Meetings and minuted there.
  - d) If there is a response from the young person, then these responses should be treated and recorded as new submissions. If appropriate a discussion will follow involving the young people and familiar staff representatives as required.
  - e) Information about decisions should be made available to the young person concerned in writing with a copy on the young person's file.

#### **4. The Head Teacher**

- a. To ensure that all staff are aware of the school's policy/procedure
- b. Relevant information to changes to the school procedures are passed on to staff accordingly
- c. The effectiveness of the procedure development is monitored regularly
- d. To lead pupils voice and meet with pupils on a weekly basis.

#### **5. Senior teachers**

- a. Give guidance and support to set appropriate targets and plan strategies appropriately
- b. Targets for pupils learning are set and met
- c. Ensure risk assessments and positive handling plans are reviewed regularly
- d. Ensure resources are appropriate and available

#### **6. Parental Involvement**

We believe that the education of our pupils is a collaborative enterprise involving teachers, parents and carers, pupils and the wider community. Regular and positive communications will be made between teachers and parents and carers, on a formal and informal basis.

We aim to harness the support of the family / home and to stimulate greater support in order to enhance all learning

Opportunities to promote parental involvement include:

- a) Daily / weekly communication to day / residential pupils via a communication book or e-mail dependent on parental preference
- b) Regular phone contact
- c) Parents / Carers will be invited to attend their child's Annual Review / LAC etc.
- d) Progress reports will be shared with parents / carers every term / 2 times per year including records of behaviour incidents and RPI's
- e) Weekly Tapestry updates with photos and information about learning activities.

- f) Parents / Carers will be invited to whole school social events such as Sports day, Music festival, Tea Parties and our annual Christmas market.
- g) Eight week parent training sessions
- h) Parent termly coffee mornings

**7. Equal Opportunities Statement**

All staff will aim to treat every child as an individual, and will respect their individuality, regardless of gender, race, sexual orientation, academic or physical ability or socio-economic background. The staff will be aware of stereotyping in their selection of resources.

**8. Monitoring and Evaluation**

This Local procedure will be reviewed annually by a member of the SLT or as and when necessary to reflect changes in school practice.

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>