

HARRIS ACADEMY MERTON

STUDENT ROLES AND RESPONSIBILITIES POLICY 2011-12

Summary

The Academy recognises the centrality of the Student Voice, and as such seeks to develop the responsibilities of student representatives. This takes the form of four main groups: the Student Council, the Learning Squad, the Prefects and the Head Boy, Head Girl and their Deputies.

ACADEMY PREFECTS

Year 10/11 Prefects – Job description

- To be a role model to the Academy both in the way they conduct themselves academically and socially in and around the Academy site.
- To undertake duties at lunch time or break time as requested.
- To maintain the highest standards of appearance in adhering fully at all times to the Uniform Policy.
- To support teaching staff in maintaining good behaviour outside lessons in the corridors, dining room and the playground.
- To be attached to a senior member of staff to undertake duties as directed every morning registration with the exception of Assembly day.
- To attend regular Prefect meetings and contribute to discussions.
- To support staff at various open evenings and consultation evenings throughout the year.
- To participate in organising events around the Academy, for example Inter Faculty Tournaments and Sports Day.
- To conduct other duties as requested by the Principal or member of the Senior Leadership Team.

Andrew Griffin has responsibility for the Prefect body. Prefects are given three 'lives'. If AGr or any other member of the SLT is informed of any Prefect falling below the standards expected in terms of behaviour or appearance they are liable to lose a life. Prefects may lose their position in the event of persistent or extreme shortcomings. The role of Prefect is considered to be excellent preparation for applying to become Head Boy or Head Girl, so it is highly likely that these positions will prioritise those with experience as a Prefect.

Prefect Selection Procedure

- AGr prepares a list in the second half of Autumn term of students with attendance, punctuality and behavior records in line with expectations of excellence.

- Faculty Directors recommend which of the students on the list should be encouraged to apply.
- Recommended students are asked to register their interest in the position by completing an application form.
- Selections will be made by AGr in conjunction with SLT as appropriate, based on the applications and the students' records.
- There will be a maximum of 16 Prefects (4 per Faculty), depending on the quality and suitability of applicants.
- Students are informed of the success (or otherwise) of their applications in writing in the last week of Autumn Term. Successful applicants are expected to accept the position in writing.
- Prefects begin their duties at the start of Spring Term, with the post running through to January in the following year. This is to ensure that the Prefects are able to focus sufficiently on preparing for their final GCSE examinations.

HEAD BOY/HEAD GIRL

Responsibilities

The Head Boy, Head Girl and their Deputies are expected to conduct duties and model the highest standards of appearance and behaviour as the Prefects. They will also be expected to conduct additional duties befitting the most senior representatives of the student body. These may include meeting and greeting visitors, conducting tours and leading assemblies.

Selection Procedure

- Year 12 students are invited to apply for the position of Head Boy or Head Girl.
- Positions are advertised late in Autumn Term to begin in January.
- Candidates are expected to apply by application form.
- Shortlists for interview will be prepared by Dan Cundy and a Vice Principal in conjunction with Faculty Directors based on the application forms and the students' records.
- Interviews will be held, where candidates are given the opportunity to explain their suitability for the position and to ask questions. There will be a student representative on each interview panel.
- Dan Cundy and a Vice Principal confer after all the interviews have taken place. Agreement is made on who should be appointed as Head Boy and Head Girl.
- Following this decision, one or two Deputy Head Boy and Deputy Head Girl positions will be appointed from the remaining candidates.
- Successful candidates will be informed in person and in writing. It is expected that candidates will formally accept the position in writing.

STUDENT COUNCIL – KS3 and 4

Selection procedure

- The Student Council is made up of representatives from each tutor group ensuring that all year groups and faculties are represented.
- Membership of the Student Council runs from September to September on an annual basis.
- Students are invited to apply by application form, with successful candidates being selected by Lucy O'Connell in consultation with tutors and Faculty Directors.
- Students are selected on the basis of their being articulate, confident speakers, able to build positive relationships with staff and students.
- If any tutor groups are not represented via the application process, LOc will liaise with the tutor to select a suitable candidate.

Meetings

- Meetings are held half-termly and comprise the Student Council along with a representative from the Post-16 Student Council. The calendar for meetings is published in advance for the year, and advertised across the site.
- LOc will chair meetings and set the agendas, with members given the opportunity to contribute agenda items by negotiation. Minutes are taken by a Council member, normally either the Head Boy or Head Girl.
- Dan Cundy will act as SLT link, and will work collaboratively with LOc.
- The VLE will be used as a forum for students to suggest items for the meeting agenda.
- Meetings will be held in the LRC during the Academy day, at a different time each meeting where possible, to minimise the impact of students being withdrawn from any one subject area too frequently.
- LOc will be responsible for ensuring that there is a formal agenda for each meeting, and that minutes are taken which are a fair and accurate record of the meeting.
- The Student Council will raise issues of concern from the respective tutor groups and report back to them. It is expected that representatives discuss issues with their tutor groups before and after each Council meeting.
- The Student Council will be expected to act as a representative group, and as such will be used as a research body by the SLT and other interested parties.
- The Council will be given a budget which they will hold responsibility for. The Council will make a judgement on how the money should be spent in order to make the maximum benefit to the student body.
- Council members are accountable to the student body as a whole. As a result they will be responsible for ensuring that the Council has a significant status in the Academy. They will deliver an assembly programme, contribute to the website and write articles for the Academy newsletter.
- A Student Council noticeboard will be sited in the Academy and in each tutor base, with news and information regularly updated.

STUDENT COUNCIL – Post-16

The Post-16 student council is formed of two representatives elected from each tutor group. The council will meet half-termly from September 2010, chaired by Michelle Swinbank, with the agenda decided by MSw with students encouraged to contribute their ideas of agenda items to be discussed. LOc and MSw will ensure a common approach and common agenda items between the two councils as necessary.

INTER-COUNCIL LIAISON

One member of the lower school council, and one member of the Post-16 council will attend the other council's meetings on a rota basis. This is so that information and ideas can be shared efficiently between the two councils.

LEARNING SQUAD

Arising from the recommendations of the Harris Student Commission on Learning is the Learning Squad. This is due to be launched in Autumn 2011. It will comprise students from all year groups and link staff from all faculties, who will work together to work on projects designed to further improve teaching and learning at the academy.

STUDENT RECEPTIONISTS

- Every Academy day, two students from Years 7 or 8 are selected on a rota to act as Student Receptionists. Normally a boy and a girl are chosen together.
- The rota is operated by the member of staff at Student Reception, in conjunction with form tutors.
- Student Receptionists report to their desk in the foyer at 8.50 and will miss all timetabled lessons for the day, although they will receive a normal break and lunch. They will be given work or reading to do between errands.
- Errands include running messages and preparing and collating resources for the Admin staff.
- Student Receptionists are expected to wear immaculate uniform and conform fully with the Academy Code of Conduct.
- No student should be asked to be a Student Receptionist more than twice in an academic year.

Reviewed by: Dan Cundy, August 2011

Next review: July 2012