Woodbridge Primary's

Student Council

HANDBOOK

student council



Our School. Our Voice

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has."

– Margaret Mead

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Why we have a student council...

It used to be thought that ALL decisions about children should be made by grown-ups because they were older and had experience, training and qualifications....

...But grown-ups didn't always make very good decisions, (and they hardly ever asked the children what they wanted).

So all the countries of the world got together and agreed that children must be given rights, (and they also agreed, that sometimes, children's ideas are better than grown-up ideas!)



The governments of the world decided that grown-ups must listen to children and they created the 'United Nations Convention on the Rights of the Child.'

UN Convention on the Rights of the Child...

Article 12
Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

Article 13
Children have the right to get and to share information as long as the information is not damaging to them or to others.

Article 15
Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

You can find out more about the UN Convention on the Rights of the Child on the school website

United Nations

UNICEF

For every child
Health, Education, Equality, Protection
ADVANCE HUMANITY

Our Student Council

My Name _____ My Class _____

The officers of the Student Council are: -

Chair _____ **Vice-Chair** _____

Secretary _____ **Treasurer** _____

The other councillors are: -

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

Link Teacher _____ **Link Asst.** _____

We meet...

Every (day) _____ at (time) _____ in (place) _____

Being a Student Councillor is a really important job. You can help make your school a better place for everyone!



My Commitment

- I commit to my role as a student councillor and will do my best to represent my class and my school
- I will seek out the views of my classmates and bring them to the attention of the Student Council
- I will report back to my classmates what the Student Council has discussed and decided to do
- I will complete, on time, the tasks that I have agreed with the student council to do
- I will listen to my classmates and fellow councillors and be respectful of their views and ideas

Signed _____

Our Mission Statement*...



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*A **mission statement** sums up the purpose of a group and is the goal the group sets itself. Agree your Student Council Mission Statement and write it here

About Student Councillors...

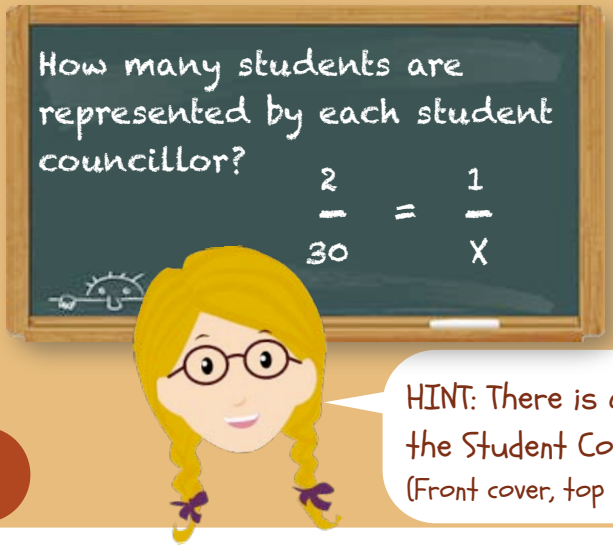
What is a Student Councillor?

A Representative

Each student councillor represents (speaks for) the children in their class. There are two student councillors for every class in the school (and around 30 students in each class)

A Spokesperson

With more than 200 children in the school it is difficult for the teachers to find out what they all think and what their ideas are for making school better for everyone. A student councillor explains their classmates ideas to the teachers.

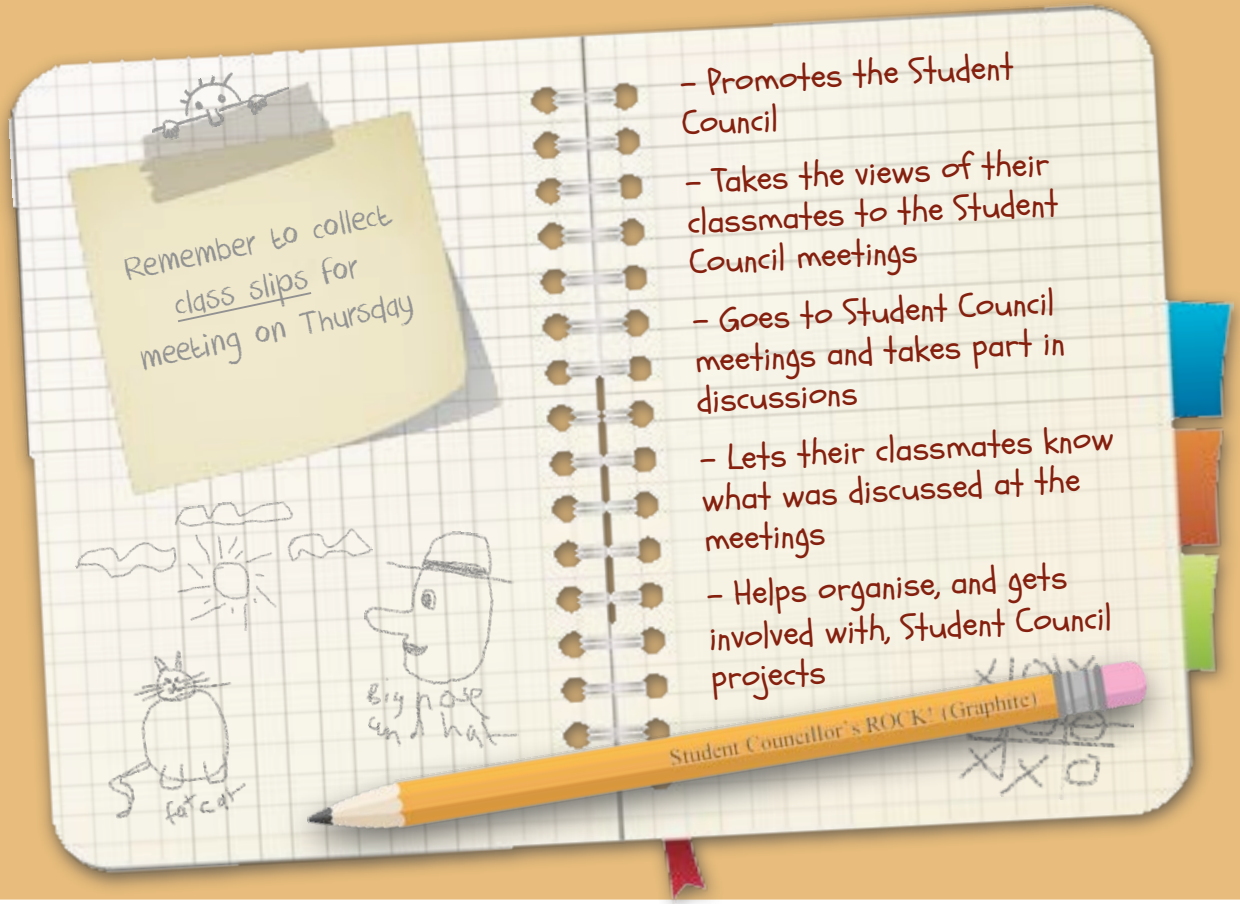


A Leader and an Activist

Your classmates will also look to you to help them make their idea (if it is accepted by the school council) a reality.

Answer: 1 councillor for every 15 students

What does a Student Councillor do?



- Promotes the Student Council
- Takes the views of their classmates to the Student Council meetings
- Goes to Student Council meetings and takes part in discussions
- Lets their classmates know what was discussed at the meetings
- Helps organise, and gets involved with, Student Council projects

What does a Student Councillor look like?

Just like you! But there a few extra things a student councillor has...

1. A Student Councillor **badge** (that they wear with pride at all times)
2. A **notebook** and **pencil** (to take notes at meetings and to write down any ideas they or their classmates have)
3. The **minutes** of the last meeting (which they read for action points)
4. The **agenda** for the next meeting (so they can think about what they want to say)
5. A **watch** (so they can make sure they get to the meetings on time)



What is inside a Student Councillor?

Commitment
Committed to working hard for their classmates and ***representing their class*** and their school to the best of their ability

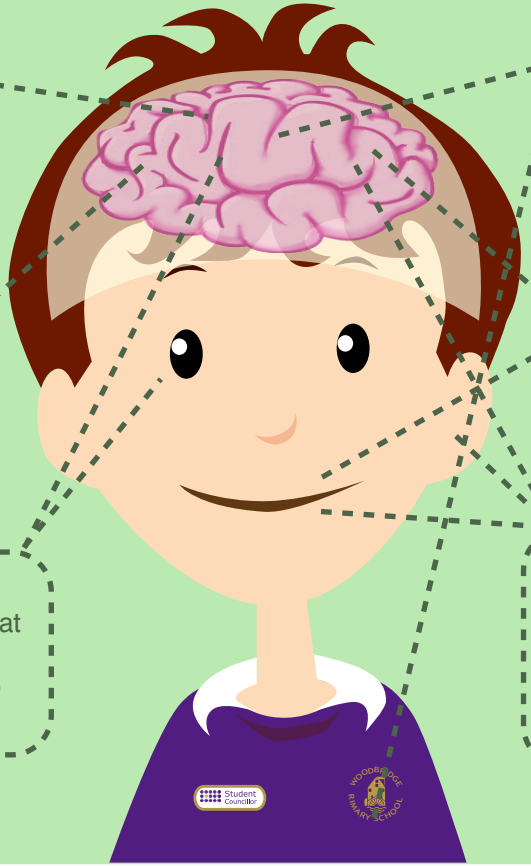
Consideration
Caring and respectful towards their classmates and fellow councillors (even when they don't agree with them...)

Creativity
Having great ideas about *how* improvements might be made

Confidence
Willing to ***speak up*** about their ideas and the ideas of their classmates

Curiosity
Wanting to find out what goes on in their school **and looking** for ways to improve things

Communication
Listening to the ideas and concerns of others and **understanding** and then **talking** to students and staff about them.



Student Council Officers

Once the new student council has been elected the student councillors then elect the **Student Council Officers**. Student Council officers are drawn from the KS2 councillors (in years 3, 4, 5 & 6). There are four main officer roles; **Chairperson**, **Vice-Chairperson**, **Secretary** and **Treasurer**. Being a Student Councillor Officer means you have a few extra responsibilities.



I'm the Chairperson. I lead the Student Council and our meetings and I make sure everyone is involved. I oversee all of our projects and help the other Councillors wherever I can.

I'm the Vice-Chairperson. I help the Chairperson and assist the other Councillors. I also take over when the Chairperson is away.



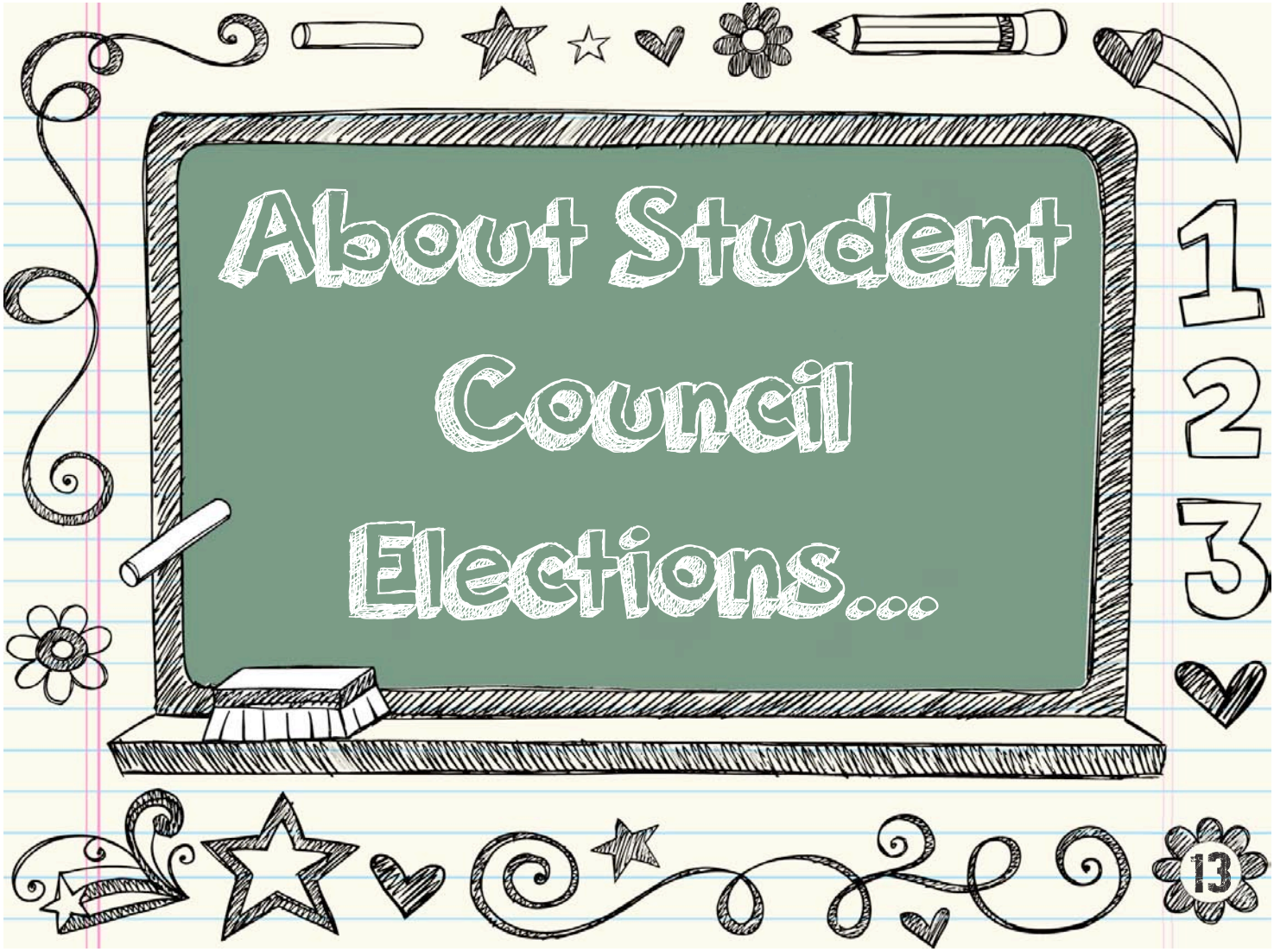


I'm the Secretary. I take notes (called minutes), at our meetings and then type them up. I let people know when the meetings are and I maintain the Student Council Notice Board.



I'm the Treasurer. I look after School Council's money and give reports on our financial situation.

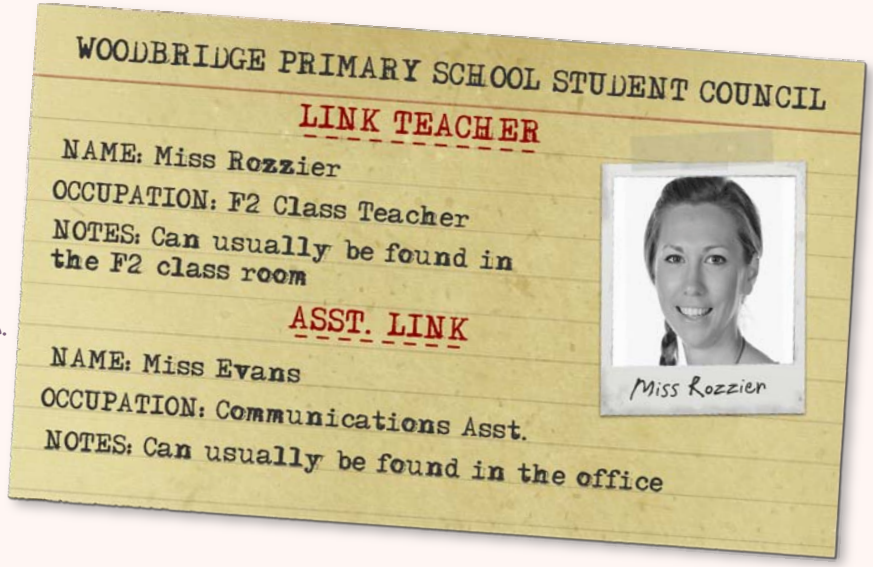
When you have chosen your officers, write their names on page 4.


About Student Council Elections...
1
2
3

How do I become a Student Councillor?

Students put themselves forward to be a Student Councillor in the **Student Council Elections.**

Student Council Elections usually take place once a year at the beginning of the Autumn term. Students from every year group stand for election and two students from each year group are voted in.



Student Councillors remain on the Student Council for one academic year (from September to July)

For more information about becoming a Student Councillor visit the school website or talk to either the Link Teacher or Link Asst.

Student Council Elections

Standing for Student Council Elections are nothing to worry about, it's as easy as 1, 2, 3!

1. Sign-up

First you need to sign-up to say you want to be a candidate in the elections. You will need a friend to 'nominate' you (this is someone who thinks you would make a good Student Councillor) More about Nominations on pg 16

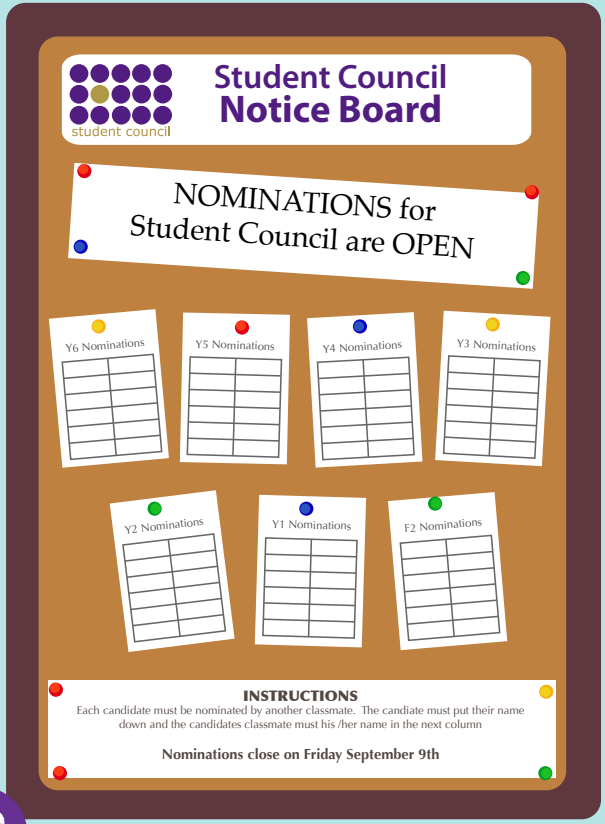
2. Speak Up

Next you need to speak-up at the Student Council Hustings – (Hustings is just another word for a meeting where people speak.) You will also have the opportunity to do some campaigning to try to persuade your classmates to vote for you. More about Hustings and campaigning on pg 17

3. Vote

Finally, you and your classmates will vote for the candidates of your choice by secret ballot. When the whole class has voted the votes are counted and the results are posted on the Student Council notice board. More about Voting on pg 18

1. Nominations...



When nominations open students who would like to stand for election write their name on the nomination sheet for their year.

Each candidate needs to be endorsed by a classmate ('endorsed' means that the classmate thinks that the candidate would make a good student councillor).

The student who endorses the candidate will also indicate if they will be the candidate's Campaign Manager (More about that on the next page)

The nominations will be open for five days (Monday to Friday). When the nominations close no-one else can add their name to the nomination sheet.

2 ...Campaigning & Hustings...

The official list of candidates for each year group is posted on the Student Council Notice Board.

When this happens the candidates begin their campaign with the help of their Campaign Manager.

Campaign means talking to classmates about why the candidate would be a good Student Councillor and they might also do things like produce posters and flyers. Campaigning will last for five days (Monday to Friday)

After campaigning is over there are the Student Council Hustings. At the Hustings the candidates give a short speech to their classmates about why they would be a good Student Councillor.

After the Hustings comes the voting...

Vote

ALEX

for

Year 6

Student Councillor



I believe in a strong student voice!

If you vote for me I will reperesent Year 6 to the best of my ability. I will work hard to bring your concerns and ideas to the attention of the Student Council. Here are some of the things I would like to do: -

- Campaign for a 'Friends' bench in the play-ground

- Find out if we can have hall monitors during break time

- Start our own student newspaper

Your school. Your voice. Vote ALEX

3 ... Vote!

STUDENT COUNCIL ELECTIONS

Y6 Ballot Paper

Select two (2) candidates you would like to vote for by marking an **X** in the box beside their name



ALEX X



GEMMA



MARK

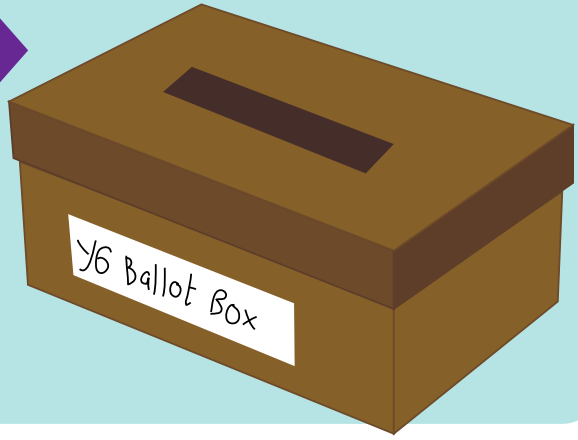


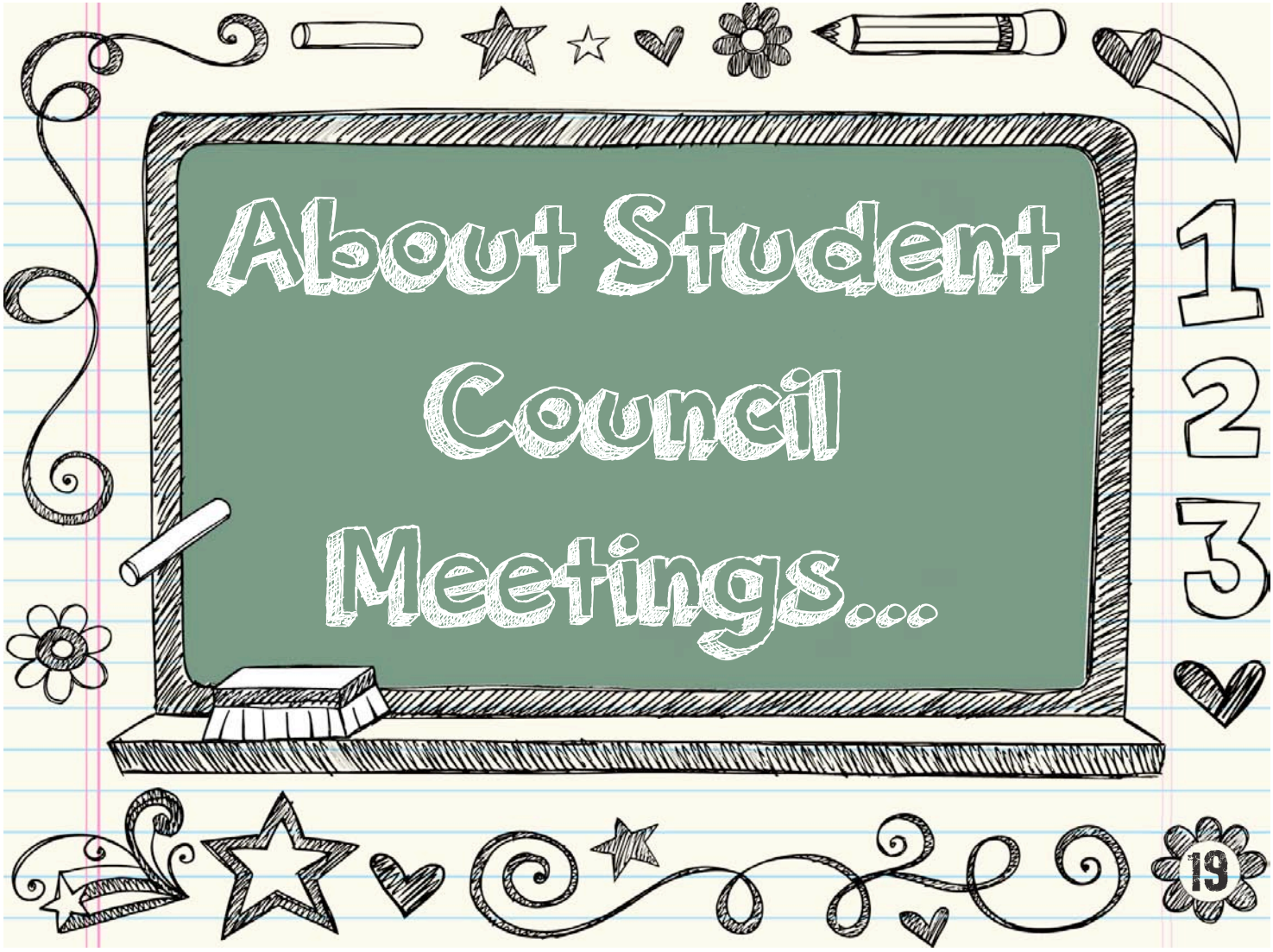
SADIE X

When you have selected your candidates by marking a cross in the box beside their name, **fold your ballot paper** and put it in the ballot box

VOTING IS BY SECRET BALLOT

On polling day students are go to the school hall to vote. Each student collects a ballot paper from the registration desk and takes it to a voting booth to record their vote and then they fold their ballot paper and put it in a ballot box. Students can vote for up to TWO people they would like to be their Student Councillors.




About Student Council Meetings...

Student Council meetings...

Meetings & Communication

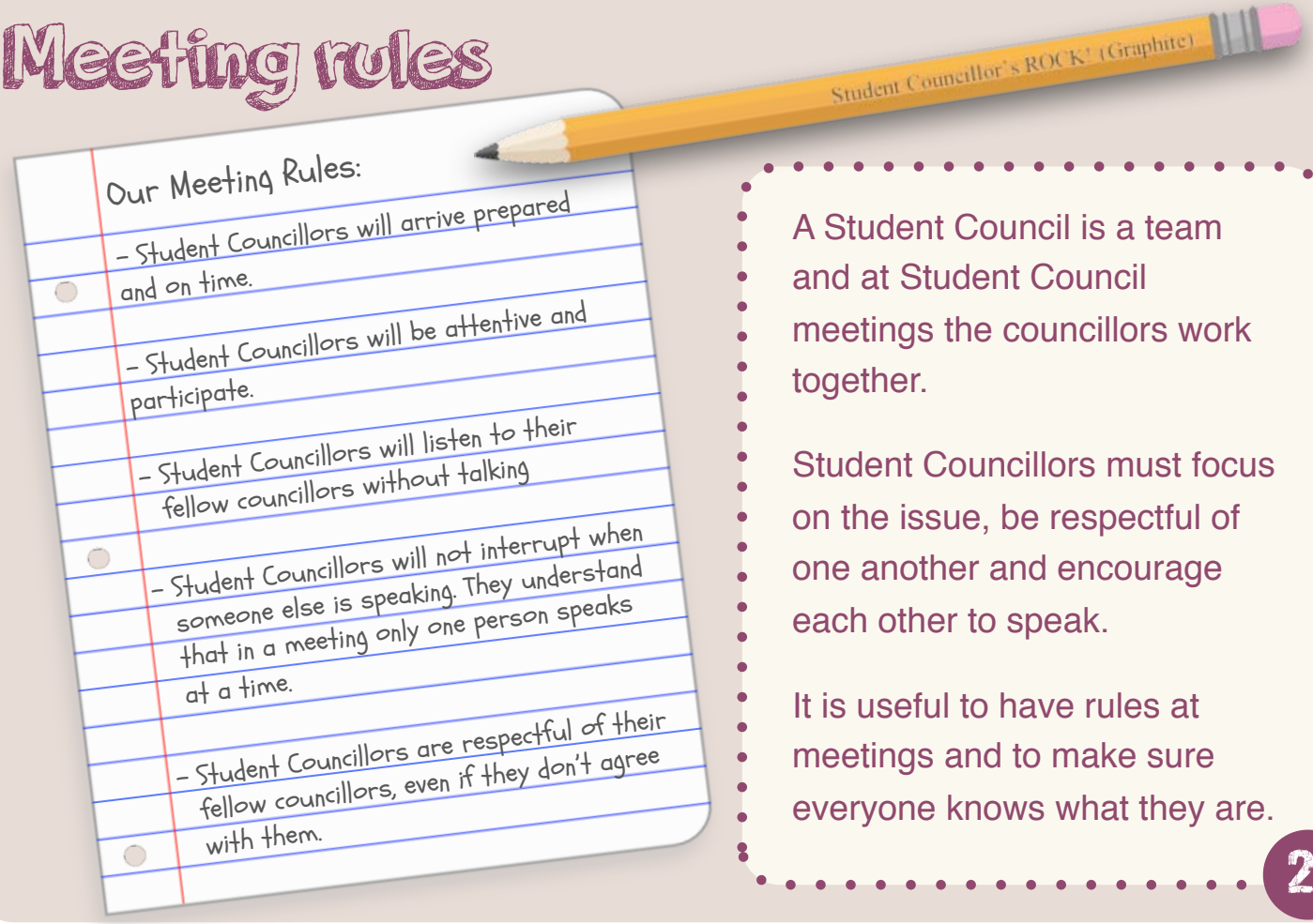
To be successful meetings need...

1. Rules
2. An agenda
3. Minutes taken
4. A Chairperson
5. A report back process
6. Action planning



When a group of people need to make a decision, they will meet to discuss it and decide what to do. Student Council meetings usually take place every two weeks and last for 30 minutes. Members of the Student Council might have different ideas and opinions, so meetings have rules.

Meeting rules

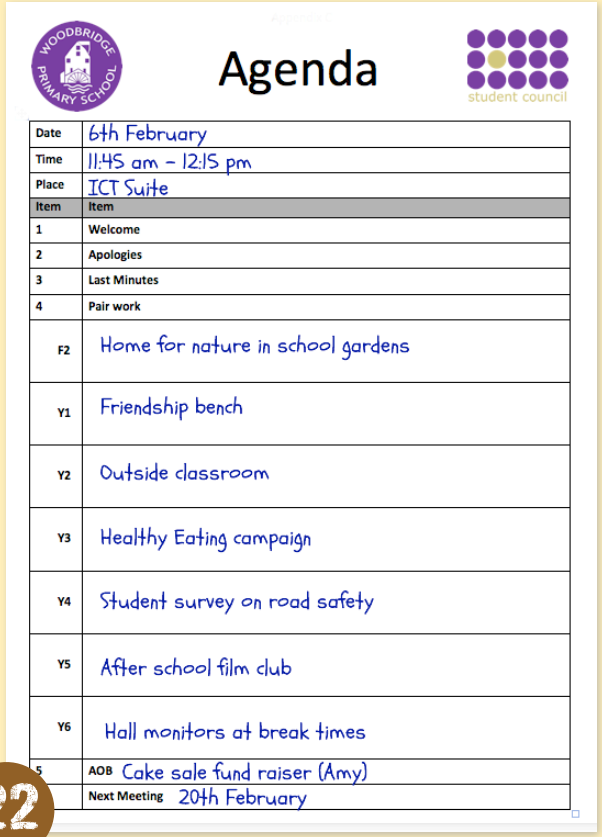


A Student Council is a team and at Student Council meetings the councillors work together.

Student Councillors must focus on the issue, be respectful of one another and encourage each other to speak.

It is useful to have rules at meetings and to make sure everyone knows what they are.

Agenda



Agenda

student council

Date	6th February
Time	11:45 am – 12:15 pm
Place	ICT Suite
Item	Item
1	Welcome
2	Apologies
3	Last Minutes
4	Pair work
F2	Home for nature in school gardens
Y1	Friendship bench
Y2	Outside classroom
Y3	Healthy Eating campaign
Y4	Student survey on road safety
Y5	After school film club
Y6	Hall monitors at break times
5	AOB Cake sale fund raiser (Amy)
	Next Meeting 20th February

An **agenda** is a list of what is going to be discussed at the meeting. It should have the date of the meeting on it, where the meeting is being held and what time the meeting is starting and finishing.

Everyone at the meeting has a copy of the agenda so that they know what is to be discussed and what order the items will be discussed in.

The **Chairperson** makes sure that everyone keeps to the agenda and that the meeting runs on time.

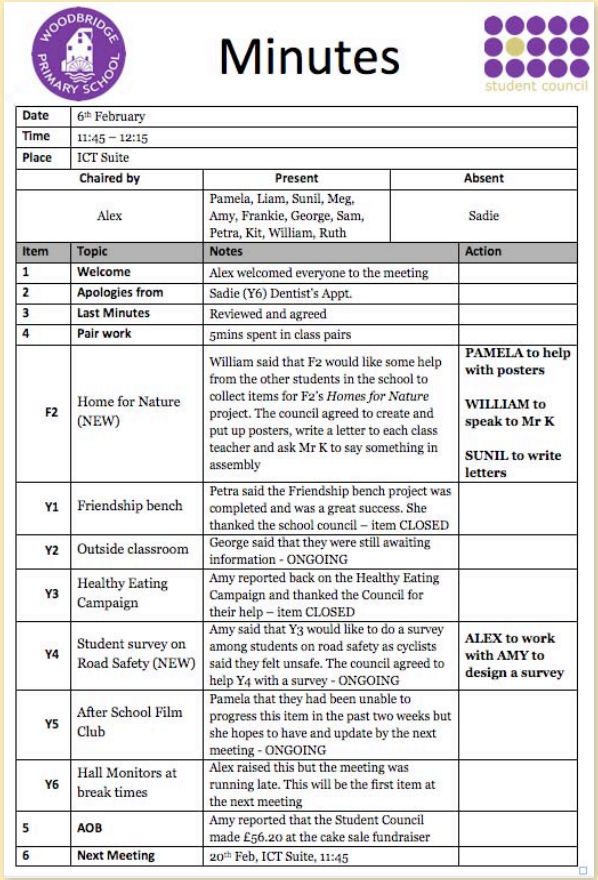
You can download an **Agenda** template from the school website

Minutes

Minutes are notes of what was discussed and decided at the meeting. The **Secretary** makes notes at the meeting and then types up the notes after the meeting. The minutes are then distributed to nominated staff and posted on the student notice board.

Minutes should be kept together by the Secretary and brought to meetings. All members must read the minutes, to check if they have promised to do anything.

At the start of every meeting, the Chairperson will review the last set of minutes.



Minutes

student council

Date	6th February
Time	11:45 – 12:15
Place	ICT Suite

Chaired by	Present	Absent
Alex	Pamela, Liam, Sunil, Meg, Amy, Frankie, George, Sam, Petra, Kit, William, Ruth	Sadie

Item	Topic	Notes	Action
1	**Welcome**	Alex welcomed everyone to the meeting	
2	**Apologies from**	Sadie (Y6) Dentist's Appt.	
3	**Last Minutes**	Reviewed and agreed	
4	**Pair work**	5mins spent in class pairs	
F2	Home for Nature (NEW)	William said that F2 would like some help from the other students in the school to collect items for F2's *Homes for Nature* project. The council agreed to create and put up posters, write a letter to each class teacher and ask Mr K to say something in assembly	**PAMELA to help with posters** **WILLIAM to speak to Mr K** **SUNIL to write letters**
Y1	Friendship bench	Petra said the Friendship bench project was completed and was a great success. She thanked the school council – item CLOSED	
Y2	Outside classroom	George said that they were still awaiting information - ONGOING	
Y3	Healthy Eating Campaign	Amy reported back on the Healthy Eating Campaign and thanked the Council for their help – item CLOSED	
Y4	Student survey on Road Safety (NEW)	Amy said that Y3 would like to do a survey among students on road safety as cyclists said they felt unsafe. The council agreed to help Y4 with a survey - ONGOING	**ALEX to work with AMY to design a survey**
Y5	After School Film Club	Pamela that they had been unable to progress this item in the past two weeks but she hopes to have and update by the next meeting - ONGOING	
Y6	Hall Monitors at break times	Alex raised this but the meeting was running late. This will be the first item at the next meeting	
5	**AOB**	Amy reported that the Student Council made £56.20 at the cake sale fundraiser	
6	**Next Meeting**	20th Feb, ICT Suite, 11:45	

You can download a **Minutes** template from the school website

Chairperson

The Chairperson is the leader of the Student Council. It is their job to run the meetings and to make sure...

- everyone follows the meeting rules
- everyone sticks to the agenda
- the meetings start and finish on time
- everyone gets to have their say
- everyone does the actions they have agreed to do

…and generally make sure that the Student Council runs smoothly

The Chairperson will have their own opinions but it is important that they remember that everyone's views must be taken into account



What Happens...	What the Chairperson says...
Open the meeting	Er... can we make a start?
Remind the Councillors of the meeting rules	Remember the meeting rules – keep it positive
Follow the agenda and move it on	The first item on the agenda is...
Moderate the discussion	Okay... um... Amy and then Sunil...
Lead the voting	Shall we vote on this?
Recap the action points	So, what we've agreed to do is...
Close the meeting	Thanks everyone, that's it for now, the next meeting is...

Reporting back

After going to a meeting, Councillors need to tell their class what happened - this is called **reporting back**.

Reporting back is telling your classmates: -

- *What was discussed at the meeting*
- *What was decided*
- *What is going to be done*
- *What your classmates can do to help*

Always have your own meeting notes, or the minutes from the meeting with you, to help you remember.



Action planning

Minutes

Date	6th February		
Time	11:45 – 12:15		
Place	ICT Suite		
Chaired by		Present	Absent
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	Next Meeting	20th Feb, ICT Suite, 11:45	

PAMELA to help with posters

WILLIAM to speak to Mr K

SUNIL to write letters

These are the action points in the minutes. They remind people who has agreed to do what

The minutes (notes) from the meeting record **action points**.

Action points are a note of things that need to be done (and who will do them) in order to make things happen.

Meetings are only successful if they make things happen.

When action needs to be taken the minutes will say what tasks need to be done.

Tasks should be clear and measurable. That means you know what is to be done, who is to do it, and when it is to be completed by.

About Being a Student Councillor ...

Communication

Coming in

Class Slips · Surveys · Meet the Council · Listening

Letting everyone in the school know what you are up to means you will get more feedback about the work you are doing.

It also means that everyone appreciates the School Council and this will make you feel valued and motivated.

Listening: Listen to what your classmates are saying about the school

Class Slips: Encourage your classmates to complete and give you class slips

Surveys: Design and produce surveys about issues you want more information on

Meet the Council: Set up a table in the play-ground during break so students can talk to you



It's all about communication.... getting information in

Communication

Going Out

Talking .... Posters & Flyers ..... Film & Web ..... Assemblies ..... Notice Board



...and giving information back

Talking: Talk to your classmates and other students and tell them what is going on

Posters and Flyers: Design and produce posters and flyers to get your message across

Website: Make short films, produce audio, take photographs and write articles for the website

Assemblies: Prepare and give a special assemblies about the work you are doing

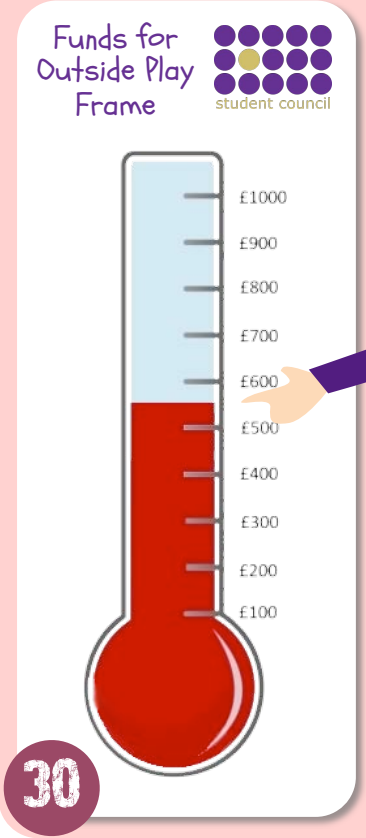
Student Notice Board: Use the Student Council Noticeboard to get information out there

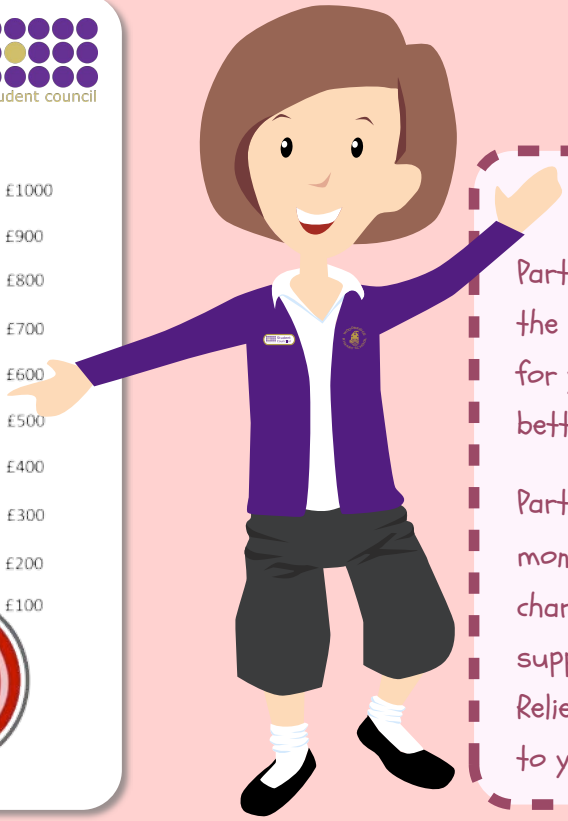
News Cycle: Get your news into the school newsletter to let everyone know what is going on

Fund-raising

Student Council Budget

The Student Council will have a budget to manage. Partly made up from student contributions and partly from money donated by the school...





Fund-raising...

Part of your fund-raising efforts will be to add to the **Student Council Fund**. The fund is there for you to buy things that will make school life better for your fellow students.

Part of your fund-raising efforts will be to raise money for **charity**. The Student Council will be in charge of non-uniform days when the school supports causes like 'Children in Need' and 'Comic Relief.' What other causes you support will be up to you.

Action

It's also about DOING!

Whether you are talking to your classmates, going to meetings, producing flyers and posters, giving an assembly, conducting a survey or fund-raising – being a Student Councillor means taking...



Responsibility

COMMUNICATION

- Listen to your classmates
- Talk to your classmates
- Maintain the Student Council Notice Board
- Inform the school community as a whole

ACTION

- Attend meetings
- Deal with, and find solutions to, student issues
- Oversee non-uniform days (Children in Need, Comic Relief & Sports Relief)
- Manage the Student Council Fund and undertake fund-raising activities
- Promote the Student Council



Rewards



PRIVILEGES

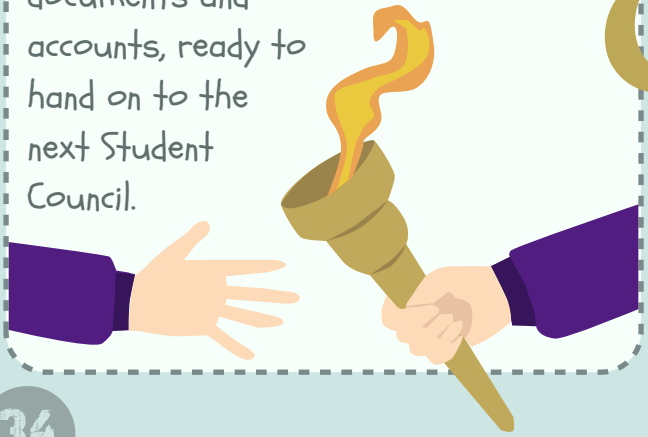
- From time to time Student Councillors will be asked to act as ambassadors for the school at various events
- Reserved table and an early sitting at lunchtime for sub committee working lunches
- Special trips connected to Student Councillor business

Handover & Final Report

Preparing to stand down...

Handover

In July, as you are coming to the end of your time as a Student Councillor, you will need to make sure everything is in order and put together your documents and accounts, ready to hand on to the next Student Council.



&

Your last duty...

Final Report

Your very last duty as a Student Councillor is to give your final report.

This is done in a school assembly, near the end of the Summer term, where you remind the whole school of all the things you have done.



* At the end of your report you thank the students and the school community and they thank you.


...And
Finally...

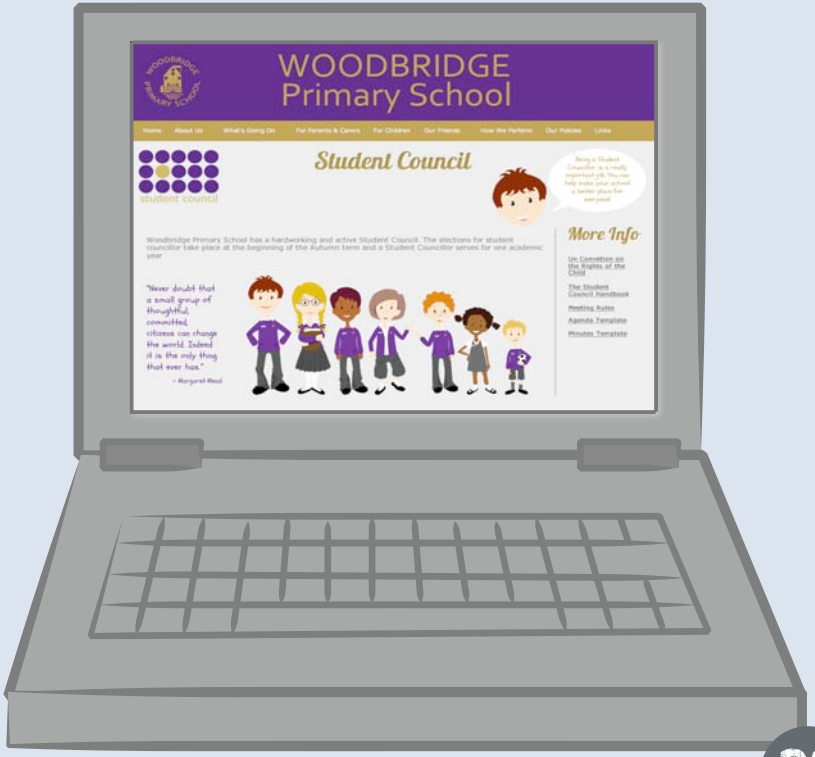
More Information

For more information about being a Student Councillor including: -

- The UN Convention on the Rights of the Child
- The Student Council Constitution
- Agenda template
- Minutes template

See the Student Council pages on the school website...

→ For Children → Student Voice → Student Council...



Congratulations!

Being a student councillor is both a privilege and a responsibility – enjoy your time as a Student Councillor!



Student Councillors are

Inspired to be...



confident

CON+FI+DENT
to be positive, assured, assertive, certain of their own abilities and have belief in themselves

considerate

CON+SID+ER+ATE
to be thoughtful, attentive, sympathetic and respectful, to demonstrate kindness and take into account the feelings of others

curious

CU+RI+OUS
to be inquisitive, eager to learn, interested in the world around them, possess an enquiring mind and a desire to investigate

committed

COM+MIT+TED
to persevere, to declare an intention and follow through, to devote time and energy

creative

CRE+A+TIVE
to be imaginative, express original thoughts and ideas and be constructive and productive

communicative

COM+MU+NI+CA+TIVE
to be sociable, articulate, able to impart ideas and knowledge and to exchange information through writing, speaking and action


WOODBRIDGE
PRIMARY SCHOOL