

**OLDCASTLE
PRIMARY SCHOOL**

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step



Pupil Voice Policy

Date Written: September 2021

First Review: September 2023

Date agreed and ratified by Governing Body:

Date of next review: September 2025

At Oldcastle Primary School, our philosophy about education is simple. Children only get one chance to experience childhood and have an absolute right to the highest quality education.

As a school, we strongly value the voice of the children of Oldcastle. By involving our children in decision-making about their education, school life and community, we can support them in becoming informed, healthy and balanced individuals who can contribute successfully to the world around them.

Through ensuring that the children of Oldcastle Primary School have an integral 'voice' within the decision-making process, we aim to encourage our children to:

- Develop confidence and responsibility and make the most of their abilities
- Play an active role as citizens of our community
- Develop healthy, safer lifestyles
- Develop good relationships and respect the differences between people
- Have a "voice" and share their opinions and ideas with others
- Shape their education to their needs by involving pupils in making decisions about their learning
- Build collaborative relationships with other pupils, staff and the wider school community

The purpose of a Pupil Voice Team is to ensure our children have:

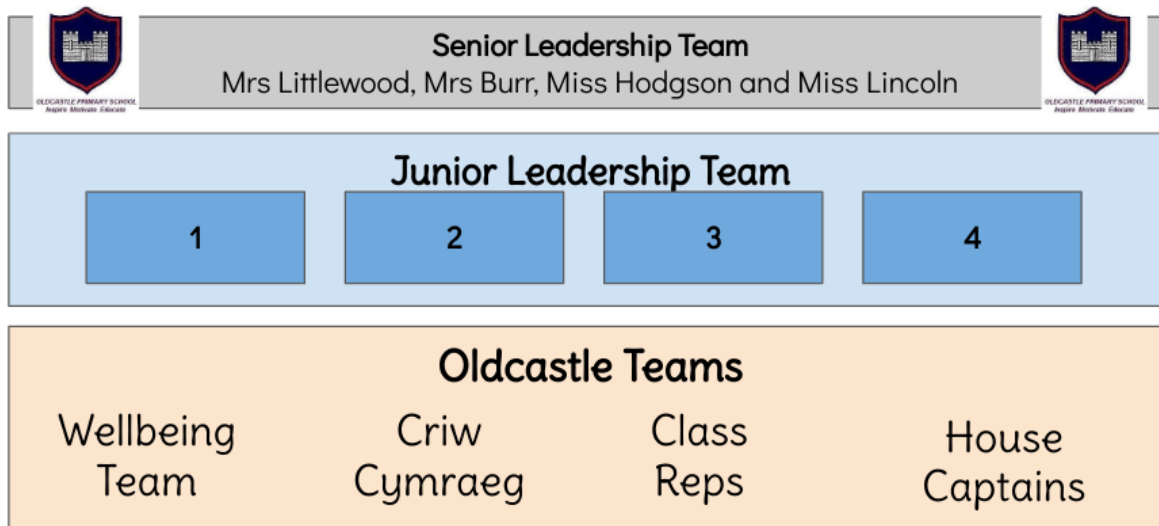
- A safe, happy and fair learning environment
- A forum to voice their concerns and an opportunity to act upon them
- A structured opportunity to learn problem-solving skills
- A chance to take an active role in the organisation of the school
- The experience of a democratic process
- Opportunities in local community and charity projects
- Options to work collaboratively with other schools

Our Pupil Voice structure will give pupils the experience of:

- Planning, organising and monitoring small projects and charity work
- Developing speaking and listening skills
- Debating skills
- Mediation and negotiating skills
- Reporting skills
- Basic budgeting and managing money

Our Pupil Voice structure will help prepare our pupils for citizenship by teaching them about roles, rights and responsibilities within the school system, our local community and beyond.

The Pupil Voice structure is demonstrated below:



The roles of the Pupil's Voice will centre around developing, promoting and embracing our school vision and values.

Our vision is to '**Inspire, Motivate and Educate**', including children, families, staff and our wider community.

Our values are:

- We try hard for each other
- We act responsibly
- We treat others as we would like to be treated
- We work as a team
- We trust and respect each other
- We listen and learn together
- We share knowledge and experience

Roles and Responsibilities

Role	Responsibilities
Junior Leaders	- Work with the school's Senior Leadership Team to develop policies and procedures. - Work with teachers to ensure the pupils have a voice, and this is heard when planning and delivering the new curriculum. - Work with Senior Leaders and teachers to plan and deliver lessons based on the vision and values of Oldcastle Primary School. - Attend meetings regularly and actively participate in school improvement discussions. - Lead whole-school and phase assemblies when required (supported by staff) and visit classrooms regularly to provide support and advice. - Liaise regularly with the Class Reps and House Captains and give the Senior Leadership Team feedback on ideas, questions or concerns. - Support with planning enrichment, off-site and reward activities. - Be an advocate for Oldcastle, meeting visitors and promoting our work.
House Captain	- Plan, support, and deliver House events in and out of school. - Update school assemblies on what has been happening for your house / share token updates. - Collect and count tokens. - Liaise with house members about events, rewards, ideas and suggestions, sharing these with JLT and SLT. - Run rewards at the end of the term. - Be an active member at meetings. - Be an advocate for the vision and values of Oldcastle. - Undertake tasks provided by JLT to support whole school-focused events.
Wellbeing Team	- Promote Wellbeing throughout the school. - Be an active member at meetings. - Be an advocate for the vision and values of Oldcastle. - Undertake tasks provided by JLT to support whole school-focused events. - Being available as yard buddies for other pupils in school - Running breaks and lunchtime activities for small groups.
Class Representative	- Discuss focus areas with their class and gain the whole class perspective. - Be an active member at meetings and provide feedback from class input. - Be an advocate for the vision and values of Oldcastle. - Undertake tasks provided by JLT to support whole school-focused events.

A democratic process will ensure that all children have a fair and equal opportunity to become part of the Pupil Voice team.

Junior Leaders will be asked to present their ideas based on the school's vision and values to the Senior Leadership Team members, who will be shortlisted and notified of their success. Senior Leaders will then invite them to participate in an interview alongside current Junior Leaders to ascertain their commitment to the role and ability to undertake the proposed position. Members of the SLT will appoint Junior Leaders.

All children within Years 5 and 6 can apply for the role. Pupils will keep the role for 2 years.

Junior Leaders will be offered coaching from a senior or middle leader to ensure that they have the opportunity to develop their interview techniques and prepare appropriately.

Class Representative - Applications are invited from children from Years 2 to 6. Those interested in the position of Class Representative will be asked to present their ideas, based on the school's vision and values, to their class. Children can present their applications in any format of their choice. The class will then take part in an election to appoint their class representative. The person with the highest number of votes will become the Class Representative. The person with the second highest number of votes will be the vice rep and will be called upon if the representative is unavailable.

House Captain - Applications are invited from children in Year 6. Those interested in the House Captain position will be asked to present through a 3-minute video recording based on the school's visions, values, and responsibilities highlighted above. Videos will be shown to respective house members. After, each house member will then complete a Google form and elect their chosen candidate. The 2 candidates with the highest scores will become House Captains.

Wellbeing Team - Applications are invited from children in Years 2-6. Those interested in the position of Wellbeing Champion will be asked to present their ideas based on the school's vision and values and the responsibilities highlighted above. Applications can be in any format and will be reviewed by Mrs Evans. Round 2 successful candidates will be invited to attend an interview with Mrs Evans and Mrs Jury.

Communication:

Junior Leaders will be invited to attend SLT meetings regularly. These meetings will be minuted, and Junior Leaders will be encouraged to participate actively.

Junior Leaders will meet with Class Reps regularly to ensure a two-way communication process is developed. Junior Leaders will discuss feedback from SLT meetings with Class Reps. The Class Reps will then give feedback to their class.

Important information will also be shared with classes via assemblies, the school newsletter, social media and the school website.

A staff member will be present during all meetings and will support debates and discussions. They will also encourage all children to participate in meetings by asking questions and opinions.

Additional Learning Needs

Pupils with Additional Learning Needs are encouraged to apply for all roles and responsibilities within the Pupil Voice structure. Support will be provided where appropriate with the application process.