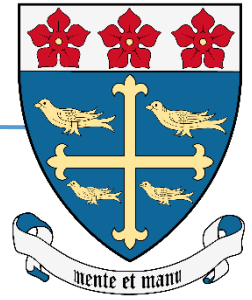


Queensferry High School

Pupil Voice





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Goals

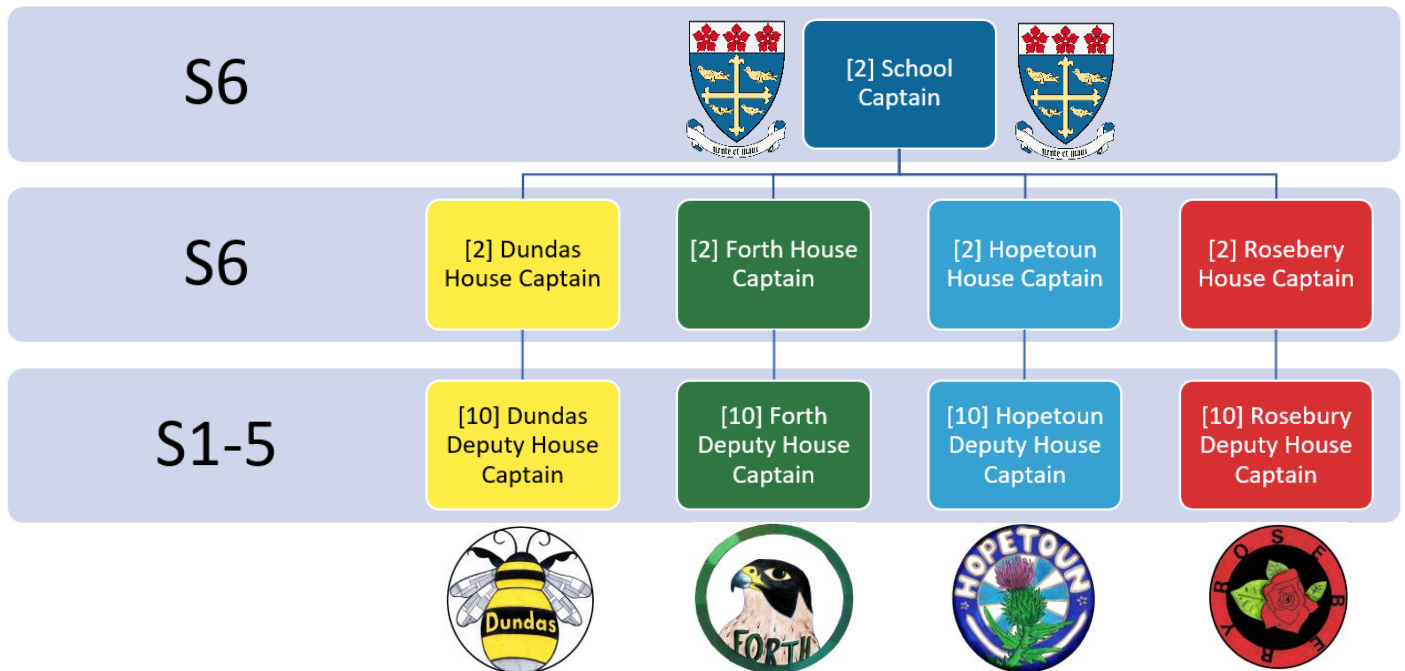
- Every S6 student actively gives back to the community by taking on a role, such as through the Ambassador programme.
- Every S6 Student has the opportunity to work towards an SQA leadership award.
- Through consultation and looking outwards, the pupil voice team develop an improvement plan for session 2023-24 and beyond.

Pupil Leadership Opportunities

There are a range of roles S6 students can contribute to, including Captains of School or House, Committee Chairs, Vice chairs or members, and Ambassadors.

Captains

Captains and Deputies are important leaders in our school who will represent the voice of all pupils and will work hard to improve our school. Our current structure for 2022-2023 is displayed below.



Captain Duties

All Captains and Deputies will have a range of duties. Part of the improvement planning process will be finalising a list of those duties. A starting point is given below.

- **Legacy of change**
 - Led by the School Captains, the team will develop an improvement plan, with key priorities, goals and targets by the end of their tenure.
 - Visiting other schools to have discussions about their Pupil Voice structures will be an important part of our development process, as by looking outwards we can share our best practice and learn from others.
 - Publicity such as logo's and documentation are an important part of getting the message out.
- **Being a bridge**
 - Meeting with key staff throughout the session will be essential so you can act as the voice of all pupils in the school.
 - This will include meeting as a team regularly, and keeping a record of those meetings. It will also include the Deputies gathering the views of the pupils in their year group.

- “You said, we did” is a way of publicising the excellent work that you will do. This can be physical displays around the school and newsletters being issued, and positive effective use of social media.
- **Leading the community**
 - Pupils learn very well from each other, so presenting at assemblies alongside staff will be welcomed by the pupils. You will work with staff to come up with a programme of assembly topics.
 - There will be a range of competitions, events, parents’ nights and information evenings where your assistance will be invaluable to their smooth running. There will be a committee dedicated to this which you will liaise with.
 - Connecting with the wider community gives opportunities for you to report your successes, e.g. to the parent council, and also grow partnerships with local businesses to the benefit of all pupils.

Captain Selection process

- **School Captains**
 - Step 1: Submit an application via a Microsoft form to register interest.
 - Step 2: Candidates will give a 5 minute presentation at a Hustings in the Theatre (either at lunch time or during the school day). S6 who are present will then vote upon leaving the Theatre. Staff will also cast votes as part of this democratic process.
- **House and Deputy House Captains**
 - Step 1: Submit an application via a Microsoft form to register interest.
 - Step 2: Of the two representatives of each house, one will be selected in a similar method to step 2 above, and the other would be by interview only (they would not have to present at the Hustings).

Committees

S6 Committees will make sure essential tasks are achieved, and also make sure that all views are taken into account in the completion of those tasks. Some committees, with examples of tasks, are shown below but please note that S6 can form additional committees. Additionally, the actual tasks will be decided by the committee, in consultation with House and School Captains.

Prom	Yearbook	Events	Citizenship
<ul style="list-style-type: none"> • Finance • Venue • Staffing 	<ul style="list-style-type: none"> • Company • Bios • Contributors 	<ul style="list-style-type: none"> • Dances • Halloween • Parents evenings 	<ul style="list-style-type: none"> • QHS Vinted • Charities • Fundraising

Committees Duties

Committees will have **Chairs, Vice Chairs and Members**. All participants must make sure they actively contribute, although it is essential that Chairs and Vice Chairs make sure that every voice is able to be heard and has the opportunity to impact on the outcomes. Every participant will contribute to the following duties:

- **Deliver on Promise**
 - Setting clear and achievable goals.
 - Setting timings for completion of tasks.
 - Where suitable, create sub-committees dedicated to completing specific tasks.
- **Inclusive**
 - Contribute to a positive environment in meetings.
 - Record and share discussions to maximise transparency.
 - Where suitable, connect with the wider community (pupils, staff, parents/carers, local businesses).

Committees Selection process

- Committees will have a maximum size.
- Committees must be **representative** of the year group. Selection would not be random, but would be based on making sure there was appropriate coverage of the diversity of the year group.
- Pupils would select which committee(s) they would like to be involved in. Pupils can be in multiple committees except prom and yearbook. School and House Captains can be committee members but not Chair or Vice Chair.

Ambassadors

Ambassadors will be a critical part of our school culture. S6 students supporting younger year groups in various aspects of their school is rewarding and enriching for all involved. **Every pupil is expected to contribute to the Ambassador programme.**



- ❖ **Numeracy** – Help pupils develop their numeracy and mathematics skills in S1/2 classrooms, and visit cluster primary schools.
- ❖ **Literacy** – Help pupils develop their literacy and English skills in S1/2 classrooms, and visit cluster primary schools.
- ❖ **Digital** – Support pupils and staff with digital learning, including use of iPads.
- ❖ **Inclusion** – Support pupils with additional need in the River Room, Wellbeing Hub and Enhanced Support Base.
- ❖ **Sports** – Support and coach pupils in a range of sporting activities.
- ❖ **Subject** – Help pupils in a specific subject area.

Ambassadors Duties

- **Commitment**
 - Ambassadors will be timetable during their study periods to support in their chosen area.
 - Ambassador names will appear on our registration system, so if they do not attend an absence alert will be generated.
 - Ambassadors are expected to attend all throughout the session (including assessment windows) up until the start of exam leave.
- **Giving back to the Community**
 - Ambassadors will be role models for values, including our uniform policy, in classrooms and around the school.
 - There will be points during the session where Ambassadors visit cluster primary's to support in primary classes.