



Jersey College for Girls JCG Voice Policy

Author:	Peter Marett
Reviewed by:	Toni Rollo
Date:	February 2017

Agreed by Staff:	February 2017
Agreed by Governors:	March 2017
Next review:	Spring Term 2019

Principles:

We believe that it is our responsibility to ensure that students are strong advocates and confident exponents of their opinions and ideas (see Six Year Strategy 1.4) and to give them the opportunity to contribute to the decision making of the College in order to feel a real sense of belonging in our community. JCG Voice (“**JCGV**”) should give students a means by which they can discuss and share opinions, contribute ideas and be consulted on policy decisions, problem solving and other matters related to their learning and the running of the College.

Aims

- To give students a forum in which they can convey their views in a positive and constructive way regarding their College experience.
- To enable students to take an active part in decisions about learning and the running of the College.
- To increase engagement of students in their learning experience at the College.
- To enable good communication and consultation regarding decisions taken in the College and the rationale behind them.
- To give students the opportunity to become aware of the workings of democracy, elections and running committees so that they can aspire to take such organisational roles as active citizens in adult life, fulfilling our vision for a student leaving the College: *‘She will have grown as an individual who is happy, well-mannered and able to find fulfilment in her service to others. She will be thoughtful, open-minded and be able to lead. She will be conscious of the advantages she has enjoyed and of the opportunities and obligations such advantages should bring. She will want to have a positive impact on her community and the world.’*
- To give students a means by which they can contribute to the self-evaluation process in the College.

Procedures

Students should be encouraged to take responsibility for:

- Electing representatives for their forms.
- Giving feedback and ideas to their form representatives prior to meetings.
- Contributing to consultation groups as and when required.

- Giving feedback as part of the self-evaluation process.
- Exploiting opportunities to express their opinions and ideas in positive and constructive way.
- Considering peers' views to provide feedback in a positive and constructive way.

Parents have responsibility for:

- Encouraging students to take an active part in the running of the College.

Head Girl and Deputy Head Girl have responsibility for:

- Coordinating meetings of JCGV and the Prefect Team.
- Chairing JCGV and encouraging the contribution of all Form Representatives in discussions.
- Keeping and sharing minutes taken at JCGV meetings.
- Providing minutes to the Vice Principal in order to seek responses.
- Liaising with the Vice Principal regarding agendas for meetings and feedback.
- Forming consultation groups (using students with different profiles and interests) when needed.

Student Heads of House have responsibility for:

- Liaising with the Head of House.
- Coordinating House meetings and House events.

JCGV Form Representatives have responsibility for:

- Attending the appropriate Key Stage JCGV Meetings.
- Seeking the views of their tutor groups and contributing those at JCGV Meetings.
- Feeding back to their Form group following the meetings.

Tutors have responsibility for:

- Ensuring that Form Representatives are elected in a democratic way.
- Providing the name of their form representative to the Head and Deputy Head Girl.
- Conveying messages regarding JCGV to their Form.
- Encouraging students to exploit opportunities to convey their opinions and ideas in the most positive, fair and constructive way possible.

Head of House has responsibility for:

- Coordinating weekly meetings with Heads of House.
- Liaising with Heads of House regarding House activities.
- Liaising with the appropriate Assistant Head Teacher regarding House activities.

Vice Principal has responsibility for:

- Liaising with the Head Girl and Deputy Head Girl to coordinate the JCGV Meetings.
- Organising the response to minutes from JCGV Meetings.
- Ensuring that tutors are asked to elect representatives from their form.
- Meeting with the Head Girl and Deputy Head Girls regularly to seek their feedback from meetings.
- Monitoring the impact of JCGV across the College.

Principal has responsibility for:

- Overseeing the application of this policy.

Appendix 1 – JCGV Overview

JCGV Key Stage meetings

Members	1 representative from each form group. Chaired by Head and Deputy Head Girl
Purpose	To discuss important student learning issues. Feedback on student-related policies. Invite students to join forums for consultation (from student body– aiming to include different types of students)
Frequency of meetings	Half termly

Prefect Team

Members	Prefects led by Head Girl and Deputy Head Girl
Purpose	Coordinate the contribution of prefects in the College
Frequency of meetings	Weekly

House Team

Members	Student Heads of House and Head of House
Purpose	Coordinate and organise House events
Frequency of meetings	Fortnightly

JCGV Open Forum Meetings

Members	Any student is welcome to attend and contribute at an Open Forum meeting
Purpose	Consultation on specific issues. Helping with the evaluation process
Frequency of meetings	According to need – depending on consultation matters and evaluations taking place