

Policy/Procedure Name:	Student Involvement Policy
Policy/Procedure Number:	SMT026
Date of Approval:	15 th June 2012
Effective Date:	August 2011
Revised Date:	August 2020
Review by Date:	August 2022
Policy/Procedure Author:	Head of Quality
Policy/Procedure Owner:	Principal
Management Committee Approved By:	Senior Management Team/
Governor Committee (where appropriate) Approved By:	Not Applicable
For Action By:	All Staff and Students
For Information to:	All Parents and Commissioners
Approval requested to upload on the Treloar Website:	Yes <input type="checkbox"/> (tick if requested)
Date of Policy Equality Impact Assessment:	August 2017
Impact Assessment was carried out by:	Jo Cox

Aim – Student Involvement Policy

Vision statement

Treloar is committed to consulting with staff and students on all aspects of the organisation, including teaching, learning and assessment, houses of residence, facilities, support services and the overall strategic direction. The importance of the student focus in creating high quality learning experiences is embedded within the Treloar's values.

1. Benefits for Students:

- A more responsive, more engaging, higher quality offer will empower students to reshape their own experience and will deliver improved outcomes for more students.
- Students will be more independent and confident because of their involvement
- Student involvement offers the opportunities to enhance the outcomes of students.

2. Benefits for Treloar School & College:

- Increased participation, achievement and progression
- Better quality of information about the student perspective
- Better decisions about resources and investment
- Students who are more motivated and involved

3. What a Student Involvement Policy involves:

- A wide variety of practices which seek to enable, equip and motivate our students to voice their views and shape their learning both collectively and individually.
- A successful system of student representation – one which develops a culture where students are motivated to give constructive feedback and see their views taken seriously: staff and management respond positively to feedback.
- A culture that is inclusive – no individuals or groups are left out and where principles of equality and diversity inform all student involvement.

4. Surveys

There will be a wide range surveys per annum for all students and other stakeholders. A range of adapted versions of each survey will be created to ensure they are in accessible format.

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5. Treloar Student Councils

There is a Primary School student council, a Secondary and Sixth Form School student and a College student council.

Membership of the School Primary Student Council consists of two representatives from each form group elected at the start of each academic year. In the event that the elected representative cannot attend, form groups may send a replacement rep.

Membership of the School Secondary and Sixth Form Council consists of a representative from each Form Group elected at the start of each academic year. In the event that the elected representative cannot attend, form groups may send a replacement rep.

In addition to the above students officer serve as ex-officio members of the student council:

- Head Boy
- Head Girl
- Deputy Head Boy
- Deputy Head Girl
- Post 16 Student President
- Post 16 Deputy Student President

Membership of the College Student Council consists of at least one representative from each tutor group elected at the start of each academic year (up to two representatives from each tutor group). In the event that the elected representative cannot attend, tutor groups may send a replacement rep:

Student officers serve as ex-officio members of the College student council:

- President
- Deputy President (s)
- Student Governors (these can be the same individuals as the above)

Student Council meetings have a conference style to the meeting, supported by relevant staff, SMT and admin support to minute the meetings. These happen every half term for the School – Secondary and Sixth Form and College and every term for the Primary students at a time suitable students.

The agenda consists of a pre-determined theme based on suggestions from the student council, followed by usual council matters, and AOB.

6. Student Governors

- There is one selected student Governor each year. These are usually elected members of the Student Council. However, students who take on the responsibility of being a student Governor must be fully aware of the role, its responsibilities i.e. attending and contributing to Governor Meetings on a termly basis and producing a termly student governor report. Students who put themselves forward for these roles are informally interviewed by the Chief Executive and Chair of Governors.

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7. Other Student Focus groups

- The school and college have a wide range of other student focus groups. These include:
 - Alton College student focus group
 - School ECO council
 - Green Treloar's (College Eco Council)

8. Multi-Disciplinary Meetings

- College Students and School students in Year 11 and Post 16 attend their MDT meetings on a half termly basis (where appropriate to the student's needs). Their views are actively sought in these meetings to ensure their personalised provision and targets meet their individual needs and interest.

9. Tutorials and Form Time

- Each student at Treloar School and College has regular weekly tutorials with their personal tutor or form tutor. These group sessions are routinely used to gain their views of students about the provision at Treloar's.

10. Residential House Meetings

- Team Managers hold half termly meetings with the group of students they are responsible for, to gain their views on the provision on the Residential House – these are often called Unit/Wing meetings

11. Other Student Involvement activities

Students will be represented and /or take active roles in the following activities:

- College and Sixth Form Student Ambassador Scheme
- Organising and participating in Assemblies a
- Involvement in the staff interview process
- Organising and hosting a number of events, including charitable fundraising activities
- Self Assessment Report
- Strategic Planning process
- Tours of the Treloar's campus
- Professional Visitors Day
- Welcome to Treloar's Day
- A wide range of specialist internal and external visits – e.g. Mayor's day, Mansion House, Ministers Visits

12. Annual Student Voices Conference

The Senior Management Team (SMT) will meet with a large group of students who represent each form/tutor group. SMT members will have certain topics to discuss with each group of students with the objective of obtaining their views and ideas. The information gained will be analysed and decisions made for improvements, these changes will then be fed back to the students. A series of 'you said, we did' posters will be displayed around the school and college. The Student Voices Conference will be held once a year in the spring term.

13. Student comment cards

Students are provided with comment cards on the residential houses which they are encourage to complete (with support if required) if they have any comments, complaints or suggestions.

14. Governor Visits (Standard 20) and Independent Visitor visits

Students views are routinely captured during Governor Visits and Independent Visitor visits – see relevant policies for more information.

15. Measuring, Reporting and Evaluation on the impact of our Student Involvement Strategy

Measurable Outcomes:

- High levels of student involvement across from all learner groups across Treloar's
- Evidence that students' views have been taken seriously and have triggered improvements
- High learner satisfaction in surveys
- Student Reps being satisfied with the impact that their roles are having

Feedback will be given to staff where students have commented on good practice and students will be informed about improvements made as a result of their feedback.