



HAZRAT KHADIJATUL KUBRA GIRLS SCHOOL

STUDENT COUNCIL Handbook

2022-2023

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Policies at Hazrat Khadijatul Kubra Girls School are designed to support the ethos, aims and vision of the school.

Student Council Policy & Procedure

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Introduction

Student leadership

As students progress through school, they will have the opportunity to:

- Represent the school in events
- Become House Captains, Vice House Captains and prefects
- Become Head Girl

Leadership opportunities provide students with the chance to develop decision making skills, commitment and responsibility, and increase in confidence and self-esteem.

Role	Name
S.C co-ordinator	
Head girl	
Deputy Head Gir	
S.C member Year 11	
S.C member Year 10	
S.C member Year 09	
S.C member Year 08	
S.C member Year 07	
Prefect	
Prefect	
Prefect	
Prefect	

Student Council

What is student council?

Student Council is an organization conducted by students and supervised by staff. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and projects. In addition to planning events that contribute to school spirit and community welfare, the student council is the voice of the student body. They help share student ideas, interests and concerns with the school community.

The function of the student council is based upon parliamentary procedures. Ideas are presented, voted upon and confirmed by the student body president (the head girl). Any student that is interested in leadership, organizational behavior, event planning or becoming more involved in the school are welcome to become involved.

The role of the HKKG student council is to listen to and represent the views of all of the pupils in our school. Pupils who are elected for student council are keen to make a significant contribution to improving the school community.

Why have a student council?

- Article 12 of the United Nations Convention on the Rights of the Child (UNCRC) states that children and young people should have a say in decisions that affect their lives.
- A school council can provide a meaningful way in which pupils can voice their opinions and have their views taken into account in matters that impact them.
- A school council that is supported and nurtured helps to improve many aspects of school life.
- It is an important and useful way for us to provide leadership and development opportunities for our pupils.
- School councils are an excellent way to increase participation in school and society, teaching young people about democracy, local and global citizenship and accountability.
- The SMSC regulation November 2013 requires that school encourages pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Student Councils can create a sense of ownership of the School and its activities among the student population.

- Contribution to the development of school policies can have significant benefits for Students and the School.

Structure of the Student Council

- A Student Council is an elected representative structure.
- Students will be invited to put their names forward for election.
- Nominees need to fill in student council nomination form.
- There will be two nominations from every year group for one student council post. Year 11 candidates for Head girl post will be interviewed by a panel of staff.
- Elections for students council will be democratic, voting within the classroom
- Only students will vote in Student Council elections and each student will have one vote.
- The votes will be counted by the student Council Co-ordinator and kept for verification.

The Role of the Student Council

The main role of a Student Council as set out in the Education Act 2002 is “to promote the interests of the School and the involvement of Students in the affairs of the School, in co-operation with the Board, Parents and Teachers”.

A Student Council will set its own objectives, some of which include:

- To enhance communication between Students, leadership, Staff and Parents.
- To promote an environment conducive to educational and personal development.
- To promote tolerance and respect among pupils.
- To support leadership and Staff in the development of the School.
- To represent the views of the Students on matters of concern to them.

A Student Council will identify activities that it would like to be involved in organising, although the final decision on the activities of a Student Council should be agreed with the headteacher.

If any student council fails in fulfilling their role, the Student Council Co-ordinator will give a warning. Any member with three warnings will be removed from the post. The Co-ordinator will arrange for re-election for this post.

Key Functions of Student Councils

The functions and activities of a Student Council should support the aims and objectives of the Council and promote the development of the School and the welfare of its Students. In planning and undertaking activities during the course of the School year, the Council should:

- Work closely with School leadership.
- Consult with Students in the School.
- Involve as many Students as possible in the activities of the Council.

There is a wide range of activities of benefit to the School community which a Student Council may wish to undertake, some of which are outlined below:

1) Representing the views of the Student Body to the School leadership

This should be one of the fundamental aims of every Council. It involves talking and listening to the Student Body, considering their views and concerns, and discussing these with the School leadership on behalf of the Students.

2) Promoting good communication within the School

Improving communication within the School community is a shared responsibility and a Student Council can contribute to this process. Therefore, Council body by keeping a Student Council notice-board up to date with upcoming events can communicate with the Students, School Management and Staff, and Parents.

3) Supporting the educational development and progress of Students

A Student Council can contribute to the learning environment for Students in the School by, for example, setting up Study Groups for Students in exam classes or Homework Clubs, or organising lunchtime activities such as.

4) Contributing to the development of School Policy

The Student Council can actively contribute to the development of School Policy in a wide range of areas such as Bullying, Behaviour and Extra-curricular activities. The Council could form sub-committees to consider specific areas, to consult with Students, Staff and Parents on those issues and to represent the Council's views on those issues to School leadership.

5) Assisting in School Sporting and Cultural Activities

Student Councils assist in organising and developing Sports and Cultural activities within the School.

6) Assisting with or organising fund-raising events for Charity

Student Councils can organise events both within the School and involving the wider community, for the purposes of raising money for designated Charities.

School prefect

In performing duties as School Prefect, each prefect will be expected to:

- Support the Islamic ethos of the school and promote our values
- Respect the rules and regulations of the school and observe the school rules at all times
- Be dressed appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times
- Be punctual for duties and attend all meetings where possible
- Maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behaviour
- Be positive and enthusiastic, encouraging and motivating fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, your peers, and the school environment
- Display leadership qualities: confidence, initiative, problem-solving skills
- Be willing to take on extra responsibilities
- Be able to work independently and complete tasks
- Prefects shall work together as a single body to promote cohesiveness
- Prefects will attend school events and activities when required where possible, and will be expected to help and lead
- Prefects must be excellent ambassadors for the school, representing the school image positively
- Prefects will carry out tasks and jobs

Roles include:

- Help lead and manage collective worship (Quran reading, Salah and Ramadan)
- Liaise with student council to help organise and lead charity events, iftaar and other projects.
- Uniform checks
- Acts as guides and help with whole school events.
- Collect information regarding extra-curricular activities, lunch activities and support staff with developing and launching these activities.
- Create and contribute towards the school newsletter
- Consult with lead staff on learning environment and report concerns/problems
- Practically support with maintaining school environment g. raising awareness of recycling, gardening outdoor spaces.

Head girl

A head girl is a role model for her peers, especially younger students. As a result, head girls are expected to be mature and responsible. We expect our Head girl to be punctual, polite modestly dressed and participate in school activities with a positive attitude to learning.

She will inspire students and inductees to reach their full potential and foster healthy positive relationships.

HKKG will appoint one Head girl and one Deputy head girl.

If you are a student with an excellent record of behaviour, attendance, punctuality and uniform, who has demonstrated a commitment to the school, then you are a suitable candidate. You will chair the School Council. You will make sure that student voice is represented in key decisions and developments.

Personal Qualities

- Leadership
- Work well in a team
- Time-management, communication skills and good organisational skills
- Ability to talk confidently and appropriately to parents and staff
- Ability to talk confidently and appropriately to students
- Willingness to get to know the students in the lower years
- Politeness and maturity, with reflective outlook
- Clear judgement
- Responsibility and reliability

Main Duties

- Organise and plan regular meetings within student council, and relevant SLTs and ensure decisions are carried out.
- Help to direct the vision of the student leadership to the school.
- Represent and speak for all students in school, on issues that are important to the student body.
- Be an ambassador for the school, leading the prefects and be a role model.
- Contribute to the school website with the Head girl message.
- Represent the school and the school body at events, such as open days, parents evenings and ceremonies.
- Give presentations about the school and to the student body.

Additional Duties

- Act as a peer mediator for the students in the lower years
- Help organise Leavers' events through a student committee working closely with staff
- Participate in charity and fund-raising events
- Any other duties that may be reasonably called upon to undertake by Senior Members of staff

Application process

If you wish to run for head girl you must provide the following:

- A formal letter of application, addressed to the Headteacher, which covers the following points explaining why you believe you will make a good head girl/ (please limit this to one side of A4):
 - (a) How you have supported the ethos of HKKGS.
 - (b) What you have achieved so far in your time at HKKG and what you hope to achieve.
 - (c) Your personal qualities and leadership style

Please give specific examples of achievements which demonstrate these qualities.

If successful, you will be invited for an interview with the selection panel.

Student Council Co-ordinator (Teacher)

- Attends Student Council meetings.
- Acts as a link between staff members and the council.
- Has a voice but not a vote.
- Is a source of information.
- Can take notes to complement the secretary's minutes.

- To be a support to the council when needed and to be active when called upon.
- To inform all members of relevant information (training etc.).
- To put student council issues / activities on the agenda for staff meetings.
- In the event of difficulties with the Student Council and Student Council Co-ordinator the is to be contacted

Who can become a Prefect?

Prefects are the school's role models. If you are a student with an excellent record of behaviour, attendance, punctuality and uniform then you are a suitable candidate. However, please do not be put off from applying if you are someone who has had problems previously in school but have worked through these.

What Personal Qualities do I need?

- You should like working with and talking to younger students, and be able to build good working relationships with staff
- You should want to make a lasting impact in school and be involved in decision making
- You should be able to work well in a team
- Have good time management skills
- Be polite, mature and responsible and reliable

What may I be expected to do?

- Be attached to a Year 7 Form Group
- Be willing to work on House Charity Events
- Assist with Year 7 Transition days
- Be a tour guide at Open mornings
- Assist at Parents Meetings
- Be available for wet break duty
- To carry out assigned duties one day per week

How do I apply?

See the admin office for an Application Form. Complete your Application Form and ask parents and your Form Teacher to check your form and then sign it to support your application. Hand the signed and completed form to the admin office.

What will happen next? If your application is successful, you will be interviewed (Appendix B) by the Panel which is combination of staff members along with Student Council Co-ordinator. Successful students will be informed within two weeks from day of interview.

Policy and procedure

Term of Office

Each member will serve for one academic year, from the date of election until the following election day.

Officers / Activities

After the council has been formed, following officers will be given post according to class hierarchy;

1. Head Girl (Year 11)
2. Deputy Head Girl (Year 10)
3. Student council: one member from each year group.
 - The student council positions will be filled by a democratic secret ballot.
 - The Head Girl will run the meeting, adhere to the agenda and direct all comments through the chair. The Head girl will endeavour to ensure that all council members have the chance to express their views.
 - The Year 10 deputy Head girl will act in the absence of the Head girl.
 - The student council will record the minutes and share with the council via email.
 - The council members will also manage Student Council funds and report on financial affairs to a meeting.
 - The council members will publicise Student Council activities, maintain the Student Council notice-board and make relevant intercom announcements.
 - All members will report back to their classes on matters discussed at meetings and bring issues raised by their classmates at meetings.

Meetings

Student council meetings take place every fortnight on Tuesdays at lunchtime and are led by the head girl. Meetings will be held in the library.

Every student is given the opportunity to complete a student suggestion form or verbally share their ideas during student council preparation meetings with their form on a half-termly basis. Suggestion forms can also be put in the suggestion boxes anonymously. The key issues are debated in whole school council meetings before students share their views with members of SLT.

The teacher will assist in the smooth running of the meeting but students should run their affairs on their own initiative.

For any major decision to be voted on or agreed, at least two thirds of the council must be present at the meeting, when the votes are divided evenly, the Chairperson (Head girl) has the casting vote.

Attendance / Discipline

When a council member had advance knowledge that they cannot attend a meeting, they will inform their deputy. Normally this will be the person who finished second to them in the class election.

If a member misses three consecutive meetings or five in total during the year without a valid excuse, they may be asked to step down.

A code of conduct will be drawn up to ensure the council carry out their duties and that the council not bring members into disrepute.

Changes to the Constitution

Any changes to this constitution must be voted upon by the Student Council. The constitution will be reviewed yearly or as appropriate. At least two thirds of the council must be present at any vote.

Finance and Fundraising

The Student Council will keep an up-to-date and accurate account of all money raised by the council and will provide a report to the council at the last council meeting of the year. Any Expenses made receipt needs to be kept and log in. The Student Council will consult and co-operate with the leadership when planning fund raising activities.

Removing Members of the Council and Filling Vacancies

The Student Council has the right to remove a member if that member fails to attend three consecutive meeting without a valid reason or is not committed to the work or the aims of the student council. The member must be given at least one week notice of the proposal and must be allowed to address the council in their defence. Where a member is to be removed a vote must be taken and at least two thirds of the council must be present.

Acknowledgement:

Head girl, Student council and prefects will be given badges in school Assembly.

Appendix A

Student Leadership Application Form

Name : _____

Form: _____

What position are you applying for (please circle)? Student Council / Prefect

Why do you want to be a prefect/ student council?

Which personal qualities do you have that will help you work with younger /other students?

How will you balance this role with other demands you have in your GCSEs and outside of school?

What ideas do you have about how prefects/ student council should contribute to school life?

Parent signature

Form Tutor signature

Appendix B

Prefect interview questions:

- Why do you want to be a prefect?
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- What can you do for the students?
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- How would you deal with students who are not following your instructions when you are on duty?
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- What have you done in the past years to show that you are a reliable and responsible student?
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- What is your relationship like with the rest of the students?
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.....
.....

- If given this responsibility, what impact would it have on you?

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- List three words which students would use to describe you.

.....
.....

- List us three words which teachers would use to describe you.

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.....

- List areas you would like to develop further.

.....

- List a few of your strength.

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