

**TURRIFF ACADEMY**

is a Community which fosters Respect, Ambition and Achievement for all.

**SENIOR PUPIL**

**LEADERSHIP AND RESPONSIBILITY**

**POLICY**

**2016**

**TURRIFF ACADEMY**

**SENIOR PUPIL LEADERSHIP AND RESPONSIBILITY POLICY**

**AIM**

This policy outlines the framework which Turriff Academy has established for developing the leadership qualities in senior pupils which will assist them to become 'successful learners, responsible citizens, effective contributors and confident individuals' in line with the Scottish Government's expectations and Aberdeenshire Council's 'Developing Education for Citizenship in Aberdeenshire Guidelines'.

**RATIONALE**

The four capacities described in 'A Curriculum for Excellence' concern being successful in learning, being confident, being a good citizen and being able and willing to contribute. Success can be achieved in a wide variety of ways which contribute to the development of learners:

**Promotinq Well-beinq and respect**

Schools should enable young people to become confident and successful learners with secure principles and self-respect which in turn helps them become responsible citizens. The world beyond school should regularly be used as a source of learning for all young people.

**Develop a Culture of Ambition and Achievement**

Nurturing and rewarding success are among the most important activities of an excellent school. Creative, innovate and enterprising behaviour should also be nurtured.

**Positive Relationships**

The whole purpose of a school is to enable children to develop and to achieve through learning and the best way for children to learn is through positive relationships with others: relationships with their teachers, with other adults, with other pupils and with all the other people who make up the school's wider community.

**High Quality Leadership at all Levels**

Leadership involves a wide range of people within the school, including pupils. It involves everyone striving for excellence by recognising and developing their own strengths and learning to work effectively with others. These Leadership opportunities are now integrated into the senior timetable to allow for flexible and structured commitment to each task.

**Working in Partnership**

Partnerships need to be based on trust, respect, ongoing exchange of information, agreement on goals and a sharing of rights and responsibilities. Partners, young people, family and other stakeholders should be actively involved in decision making and be represented on relevant school committees and decision making groups.

**Valuing and Empowerinq**

Opportunities to take on challenging issues and be successful in having a positive impact on important aspects of school life and the wider community are important.

**TARGET AUDIENCE**

This policy will be issued to all members of staff and all pupils, and will also be available to parents/carers through the school website.

**PRINCIPLES**

In general, the aim of providing senior pupils with opportunities to take on added responsibility and develop leadership skills is to do with learning how to respond in a variety of situations and, as such, enhance senior pupils' abilities to make appropriate choices and decisions to prepare them for a positive destination after school.

More specifically, the system we operate aims to

* provide equal opportunities for all
* encourage individuals to choose opportunities which interest them
* recognise that everyone can play a part
* encourage setting a good example to younger pupils
* give practical experience of various positions of responsibility
* provide support in the skills necessary to undertake the various responsibilities offered
* give due recognition to pupil progress and achievement with regard to responsibilities

undertaken, and provide a signed record of achievement and certificate

It is expected that all pupils returning to fifth and sixth years at Turriff Academy will behave in a responsible and mature manner and so act as an example to younger pupils. This will include:

* following the Dress Code, at all times
* adopting a positive attitude towards their work and their preparation for any examinations
* participating as fully as possible in the extra-curricular life, of the school
* discussing, in complete confidence, with their Guidance Teacher or with the appropriate Year

Head any incidents of bullying, vandalism or misbehaviour that is leading to deterioration in the

quality of experience for all of us, and may include:

* acting as a Guardian to a group of first year pupils

In addition, all pupils in fifth and sixth year will be given the opportunity to undertake added responsibilities and develop leadership qualities, with time integrated into their timetable, that should provide enjoyable and rewarding experiences in themselves and help prepare them for life outside and beyond the school and the Community.

**PRACTICE**

At Turriff Academy, we aim to ensure that all pupils are given the opportunity throughout their school years to

* progress in learning
* acquire skills; and
* develop physically and emotionally.

The system we operate aims to sustain a basic core of expectations from senior pupils in terms of responsible behaviour and example to others, and to offer thereafter varying levels of different types of responsibilities such as periodically acting as Guardians to younger pupils, seasonally assisting with events such as Sporting Events, taking on House duties and arranging inter-house events, serving on committees, organising related activities, and representing the pupil body on occasions.

While it may be possible to identify responsibilities, it is less easy to respond with pupil privileges and rewards. In many of the opportunities for responsibility provided by the school, the rewards are inherent in the tasks themselves but there is always the opportunity for staff to offer "reward" through recognition in school references and short-term privileges. In addition, the school has put in place a formal procedure to enable each pupil to record his or her involvement in areas of responsibility, and, where possible, an assessment of their achievement. The pupil and his or her Guidance Teacher will sign this record after negotiation and discussion. Pupils who successfully undertake these additional duties and responsibilities and demonstrate leadership qualities will also be awarded a certificate to acknowledge their achievement. This certificate will form part of Senior Profile for use after school.

Appropriate support is provided to those involved in taking on added responsibility. This includes help with developing skills in public speaking, chairmanship, record keeping, letter writing, the production of appropriate support materials with the appropriate equipment and the appointment of staff advisers to the various committees and groups.

At Turriff Academy, we offer a progressively increasing number of opportunities to develop leadership skills and undertake responsibility as well as to contribute to the day to day functioning of the school through:

* **House Activities**
* **A Buddy Scheme**
* **Participation in the Decision Making Process via Pupil Voice**
* **Membership of Committees/Groups**
* **Extra-curricular Opportunities**
* **Volunteering and Community Support Work**

**• Independent Learning as part of Advanced Higher Courses**

Therefore, we offer all the opportunity to

* represent their **House** as a participant, elected House Captain, Senior Vice-Captain or Junior Vice­Captain.
* contribute to the school's **Buddy Scheme** which involves a range of opportunities to provide peer support, mentoring and buddying in a number of different situations and environments, and to identify with junior classes as role models and liaison figures.
* participate in the **decision making process** by: providing opportunities to act as class representatives; serve on a Pupils' Council (a consultative, lobbying and initiative-taking body); and contribute through representatives on the Parent Council, PTA and various school committees.
* Participate in a variety of **school committees/Groups.**
* Contribute to the organisation of outings and social and fund-raising activities and community liaison.

In order to be considered for positions of responsibility, applicants must be able to demonstrate their commitment to the following:

* behaving in a responsible and mature manner and, in so doing, providing an example to pupils further down the school
* adopting a positive attitude towards their work and their preparation for examinations
* participating fully in the extra-curricular life of the school
* observing the school's rules and code of conduct at all times
* observing at all times the school's dress code

The attached guide is produced annually giving details of group/committee remits, duties and responsibilities, where appropriate. The following is a list of available opportunities:

|  |
| --- |
| SCHOOL ENHANCEMENT |
| ICT BLOGGERS |
| ROCK CHALLENGE MANAGEMENT |
| PHILOSOPHY CAFÉ/DEBATING |
| HEALTH AND WELLBEING YOUNG LEADERS |
| PAIRED READERS |
| SUBJECT BUDDIES |
| DUKE OF EDINBURGH |
| COMMUNITY SPORTS LEADERS |
| TURRIFF AND DISTRICT CHARITIES COMPETITION |
| FIRST AID |
| RRSA GROUP |
| WEB DEVELOPMENT |
| PRESS OFFICERS |
| FAIRTRADE GROUP |
| ECO SCHOOLS GROUP |
| LITERACY SUPPORT (S1 AND S2) – HIGHER ENGLISH PUPILS |
| VOLUNTEERING – Making it Real |
| PRACTICAL COOKERY |
| EVENT ORGANISATION GROUP |
| FILM GROUP LEADERS |
| CONVERSATIONAL LANGUAGES  |

**CAREER READY**

Continuing this year, for new S5 pupils is the opportunity to get involved in the Career Ready Programme to prepare and be supported towards a positive destination after school. Career Ready is a National Programme which makes links between a business mentor and a S5 pupil. This programme lasts for 2 years – during S5 and S6 – with a paid 5 week internship during the summer holidays between S5 and S6.

Pupils will be identified through Guidance.

**Staff Co-Ordinator: J Bisset, Depute Rector**

**IMPLEMENTATION, MONITORING and REVIEW**

This is an update of an existing policy which was produced with the involvement of all staff and in consultation with pupil representatives. It will be monitored and reviewed as part of formal self evaluation procedures. All Senior Leadership opportunities are evaluated annually as part of the Leading Teacher responsibilities.

**RESPONSIBILITY**

Jane Bisset, Depute Rector will have overall responsibility for this policy.

June 2016

**GUIDE TO SENIOR PUPIL LEADERSHIP AND RESPONSIBILITY OPPORTUNITIES**

**REMITS, DUTIES AND RESPONSIBILITIES**

**1 HOUSE ACTIVITIES**

**House Committees**

* A minimum of 10, and a maximum of 12, pupils to be elected to for each House Committee. At least 4 of these pupils should come from S5. Two House Captains will be elected for each House. S6 members of the Committee to be called Senior Vice-Captains and S5 members to be called Junior Vice-Captains. House Committee members are elected by a staff and senior pupil vote. Eing a Junior Vice-Captain in S5 does not automatically mean that a pupil will progress to Senior Vice-Captain in S6.
* House Captains will be elected by nomination and interview with Guidance and Year Head.
* House Committee to be responsible for:

- organising teams, etc, for all inter-house events,

- collecting details of nominations for House points,

- supporting and guiding the younger members of the House,

- assisting Guidance Staff with House Assemblies.

• House Committee will meet with Guidance Teacher at least once per term.

**Advisors: Guidance Teachers**

**House Assemblies Presenters**

A team of Assembly presenters to prepare and deliver programme of House Assemblies which support the school ethos, good citizenship, community spirit and concern for others.

* House Captains to be responsible to Guidance Teachers for House Assembly presentations.
* Guidance Team to formulate timetable of topics.
* At least one House Committee presentation per term, at a House Assembly.

**Advisors: Guidance Teachers**

**2 BUDDY SCHEME**

**P7 Guardians (Class 6 only)**

* to act as a responsible `friend' to a small group of S1 pupils.
* to facilitate and support the P7 transition event.
* to support, encourage and advise their group of pupils during their P7 visit.
* to act as a guide during the first week of the new session.
* be a `point of contact' for help and encouragement, especially during the first month or so of the session.
* to continue to support S1 register classes during their first year at the Academy.

**Advisor: K Riddoch, Depute Rector**

**3 PARTICIPATION IN THE DECISION MAKING PROCESS**

**Pupil Voice**

* to discuss and debate matters of concern to pupils
* to bring matters of concern to the attention of the school's Senior Management Team.

Meetings: 4 per session.

**Advisor: Head Teacher**

**Class Representatives**

Each class to elect Pupils Voice, TACO and Eco Schools class representatives, to put forward the views of the class to these Groups.

**Advisors: House Tutors**

**Parent Council Representative**

To represent the pupils on Turriff Academy Parents' Council,. by

* attending Council meetings (generally monthly, on Monday evenings from 7.00 - 9.00 pm approx.)
* providing a brief report on pupil activities, etc (as such, Parent Council Rep is automatically an ex-officio member of the Pupils Council).

Nominations: invited from S5 and S6 pupils. One S5 and One S6 member to report at meetings.

**Advisor: Head Teacher**

**Parent-Teacher Association**

* To represent the pupils on the Parent Teacher Association committee
* To prepare an annual programme of fund raising activities
* To support and participate in these activities
* To link with the pupils with a view to allocating money raised

**Advisor: PTA Chair**

**Community - Friends of Turriff Community Hospital Committee**

***Background***

The purpose of this volunteer and charitable group is to create, encourage, foster and maintain the interest of the public in local health and related social care provision by acting as a link between Turriff Community Hospital and Medical Practice and the community which they serve. Support and assistance is given to staff, both hospital and medical practice, and patients by purchasing medical equipment and helping to fund services which the NHS cannot provide, funding social activities for patients and enhancing the environment of the buildings and grounds. This is an ideal opportunity for pupils who wish a career in the health professions.

*Remit*

* one S5 and one S6 member to represent the group at "Friends" meetings (one every 2 months).
* to help, with a small group of seniors, to arrange a programme of fund-raising events.
* to support and participate in these events.
* to contribute to the decision making process regarding the disbursement of funds raised.

Term of Office: 2 years

Membership: S5 and S6 members

**Advisor: J Bisset, Depute Rector**

**4 LEADERSHIP OPPORTUNITIES**

**School Enhancement**

* To work on whole school enhancement, signage and ethos
* To support whole school developments – school shows, events, etc
* To improve the visual aspects of the school presentation and dsiplays

**Advisor: M Tedcastle, Art Department**

**ICT Bloggers – P7/S1 Transition**

* To communicate electronically with all P7 pupils of all feeder Primaries
* Two-way communication between pupils in Secondary and pupils in feeder Primaries
* To increase use of electronic means of communication between schools
* To support and enhance Primary/Secondary transition.

**Advisor: C Sievewright, PT English/A Johnstone, PT Drama**

**Rock Challenge Management**

* To lead and manage the school’s Global Rock submission
* To work with staff to fully include all interested school pupils
* To team build interested participants
* To provide direction to the Globall Rock Teams

**Advisor: E Marshall, Science Department**

**Advisor: S Alecio, Geography Department (Costumes)**

**Philosophy Cafe**

A discussion group which would meet to reflect and discuss contemporary issues in the company of lecturers from Aberdeen University. This group's work could be used to support the subjects of English, Social Subjects, Science or PSE.

The aim of a Philosophy Cafe is to provide a space, away from outside influences, for people to gather together to develop their thinking skills and to begin questioning various aspects of life, both in groups and individually.

**Advisor: Lynda Bain, Librarian**

**Health and Wellbeinq Younq Leaders**

**Main Tasks:**

* Leaders will work with staff and pupils to discuss health requirements in the school and how to address these.
* Promoting health and wellbeing ideas and events.
* A Young leaders’ event is held at Woodhill House in September to allow pupils to share ideas, successes and challenges between schools.
* Assessing to what extent equality and diversity is promoted in the school and if anything can be done to make pupils feel more equal and how we can provide support
* Planning and holding an event to raise awareness and tackle homophobia, biphobia and transphobia
* Acting as a buddy to provide support for vulnerable pupils

**Advisor: R Smith, PE Department**

**Paired Readers and Numeracy Buddies (Markethill Primary School)**

Pupils are given the opportunity to link with a class at Markethill Primary School, to work on a one to one basis with primary pupils on reading and literacy. This may be particularly suitable to seniors who have Advanced Higher subjects on their timetable, and as a result have a more flexible timetable than just the timetabled leadership periods.

This will involve visiting Market hill once per week from August to December at a time suitable to the Primary class teacher.

**Advisor: D Murray, English Department**

**Subject Buddies**

To work in classes to support younger pupils with class work in subject departments. These subject departments will change from year to year according to timetable commitments. Senior pupils can use their subject based skills to share good practice, support literacy and numeracy, and mentor pupils to support subject work. This session the subjects available are -

* technologies,
* modern languages,
* modern studies, or
* science.

Pupils will be asked to work either with class groups or to withdraw S1 pupils for one to one mentoring.

**Advisor: C Sievewright, Faculty Head of English**

**Duke of Edinburgh Awards**

Together with support from The Authority, a small team of staff will work with pupils, both in their Leadership time, and outwith, on the different elements of attaining a Duke of Edinburgh Award. Leadership time will then be used to complete the work required for each element.

**Advisors: The Duke of Edinburgh Team**

**Community Sports Leaders**

Turriff Academy’s Active Schools Co-ordinator will work with interested pupils, outwith school hours, to gain the Community Sports Leaders Award. Pupils will then be able to use their Leadership time to organise extra-curricular activities for both Secondary and Primary pupils. Senior pupils will gain their Community Sports Leaders Award, and by writing up their Leadership role in extra-curricular groups, they will be able to achieve a SQA Leadership Award at either National 5 or Higher.

**Advisor: Active Schools Co-ordinator**

**Turriff and District Community Charity Project**

Turriff and District Ltd is an organisation set up to develop and support local businesses to maintain their presence in and around the area of Turriff. They have offered a Competition based opportunity this session to link the school with local charities, through volunteering.

This Competition will take the form of the following -

* 8 teams of roughly 6/8 senior pupils
* linking with a local charity, to enhance its operations,
* each group will have a S6 Leader, specifically chosen for their leadership skills,
* the group will work with a Turriff and District Business liaison person to research the charity, raise its awareness and plan for its future.

This would be an excellent opportunity for pupils to gain leadership input to their CV, UCAS or College Application.

**Advisors: J Bisset, Depute Rector**

**First Aid Certification**

Pupils will have the opportunity to gain a qualification, while working with outside agencies, First Aid as an extra skill, towards their positive destination after school. This certificate will help pupils into employment, either on a full time or vocational capacity.

•First Aid Traininq - this is an excellent extra for any set of qualifications and will enable pupils to gain vocational work in a variety of fields, such as, leisure industry, security, child care, etc.

**Advisor: J Bisset, Depute Rector**

**Riqhts Respectinq School Group**

Working to develop the school ethos through The Rights Respecting Schools Charters. Pupils will be involved in the following -

* discussion and review of school procedures to ensure RRS input.
* ensuring a RRS focus with all House Assemblies.
* share information of , and raise awareness of, RRS with all school pupils.
* forward plan the strategic development of RRS throughout Turriff Academy.

**Advisor: D Ewen, Depute Rector**

**WEB Development Group**

Working under the guidance of a school based technician, pupils will wor on the development and population of the Turriff Academy Website. Pupils may also gain support from subject based staff in the Business education Department. Contacting Departments, collecting information and displaying information and graphics to publicize the work of the school, creating an important link with parents.

**Advisor: R Haines, Business Education Department**

**Academy Press Officers**

* to collect information and prepare articles for "School Report" column in Turriff Advertiser.
* to conduct interviews with staff, pupils, etc.
* to circulate School Report articles to a wider audience.
* to cover all whole school activities as and when required for inclusion in school report.

Membership: open to 5th and 6th year pupils; priority given to those interested in journalism or related activities

**Advisor: F Mottashaw, Humanities**

**Eco Schools Group**

* To work on whole school development of outdoor learning/sustainability
* To develop the Academy's Eco Schools programme
* To ensure that all stakeholders are involved and knowledge
* To work towards retaining Green Flag status

**Advisor: M McKean, Geography Department**

**Literacy Leaders (S1 and S2)**

This activity, for Seniors who are studying or have already achieved their Higher English, will be aimed at the following –

* Working with S1 and S2 pupils to increase their Literacy Skills
* Working on a one-to-one basis, reading with S1 and S2 pupils who required reading support
* Facilitating, with the help of the Library, the Accelerated reader Assessments for these pupils
* Taking these pupils to the Library to discuss the borrowing of appropriate books.

**Advisor: Support for Learning Department**

**Volunteering – Making it Real Programme**

**This is a dual activity, as follows –**

* Taking part in the making it real Programme, through the community, working in a volunteering capacity in a variety of fields.
* Actually volunteering with one of the local or national charities.

**Advisor: Lesley Slater/Lynda Bain, Librarians**

**Event Organisation Group**

Working as part of a small team, pupils will organize an actual event, which is noted in the school annual calendar. This may be –

* The Winter House League
* A Sponsored Event, or
* The Leisure Event for S1-S2, etc.

**Advisor: M Forsyth, Geography Department**

**Film Group Leaders**

This Group will organize and run a school-based Film Group, for pupils in the junior school. This will include –

* Surveying pupils to decide upon priorities.
* Organising films, dates and times.
* Facilitating film shows.

**Advisor: D Murray, English Department**

**COMMITTEES AND GROUPS**

**Senior Leadership Group**

* To discuss policy changes and report recommendations to SMT.
* To oversee S6 Area
* To represent Turriff Academy as and when appropriate on Authority business.
* To oversee the organization of the Final Fling.
* To oversee production of the Year Book.
* To oversee any other leavers' requirements.

Membership: S6 with one boy and one girl S5 representative.

**Advisor: J Bisset, Depute Rector**

**Senior School Society**

* to arrange a programme of social events for senior pupils
* to support staff with the planning and preparation of the Junior Society events programme
* to organise the Upper School Xmas Dance and Lower School Xmas Party

**Advisor: K Riddoch, Depute Rector**

**Advanced Higher Library Link**

The school Library would like to offer the opportunity for Advanced Higher pupils to link with Aberdeen University to facilitate the use of University resources to support Advanced Higher courses. This link will allow resources and knowledge to be gained through both visits and communication with the University Library service.

The Librarians will also have time to mentor individuals through the various support resources available.

**Advisor: L Slater, Librarian**

 **Turriff Academy Charities Organisation (TACO)**

* to organise activities and events to raise monies for charity, on a regular on-going basis
* to take responsibility for major one-off events eg Comic Relief
* to consult with pupils each year on Charities to be supported
* to make a disbursement to the chosen charities in June each year

Membership: open to S5 and S6 pupils; the committee to elect, initially from S6 pupils - a Chairperson, Secretary, Treasurer and Publicity Officer.

**Advisor: D Ewen, Depute Rector**

**There is also the opportunity to complete the following, should you have out-of-school activities which you could use, with Mrs Riddoch’s support,, to gain the following. Please see Mrs Riddoch for more details.**

**COPE - Certificate of Personal Effectiveness**

This is an opportunity for pupils who seriously follow activities outwith school to write these up into a report which would entitle them to a COPE Award at Higher level. This qualification is deemed very valuable in UCAS and College Applications and gives certification for activities that pupils may have been following, and achieving in, since they were very young.

**Advisor: K Riddoch, Depute Rector**

**Should you have any new ideas for Senior Leadership and Responsibility
opportunities, or wish to Lead a group yourself, then please do not hesitate to
notify Jane Bisset, Depute Rector.**

**ARRANGEMENTS FOR NOMINATIONS, ELECTIONS, CERTIFICATION, ETC**

Details of this booklet will be shared with S5 and S6 prior to Study leave each year to prepare for Senior Induction in June each year.

* Pupils will use the Nomination form attached **to identify 2** Senior Leadership and Responsibility opportunities.
* Pupils will **be allocated 1** opportunity from their nomination.
* Pupils will then meet with the activity leader to arrange an initial meeting and arrange a programme for the session.
* All activities will begin during June of each session.
* Pupils who return to Senior school in S5 or S6 will also be asked to complete a Senior School Undertaking, which details the expected commitment to Senior Phase Education.
* Leadership time will be used as private study time timetable from Christmas to Easter each year.

House Committee nominations and elections:

* also will be completed during the Senior Induction days, with nominations being made and voted upon by both staff and pupils.
* all members of the House Committee are eligible to nominate themselves for the post of House Captain, and should complete the appropriate form. 'Prospective’ House Captains will be asked to write a brief recommendation to say why they would be the best person for the job, this would be of maximum 1 A4 sheet.
* These recommendation sheets will be discussed by the Senior Leadership Team, and any pupil deemed unfit for the captain post will be withdrawn and given appropriate feedback.
* House Committee Photographs will be taken at change of time table in June.
* During the school year, House Committee members are expected to adhere very closely to school rules and Code of Conduct. Any member who does not adhere to these, will be relieved of their captain's (or vice-captain's) badge and any responsibility.
* At the end of the session each pupil will receive a Certificate of Senior Leadership and Responsibility Engagement showing their participation for the year.
* This certificate information will also be used to allocate house points, towards the House Trophy competition at the end of each year.

**Procedure amended June 2016**