

## Student Consultation Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
PRINCIPAL	DIRECTOR OF COLLEGE SERVICES	NIGEL PAMPLIN

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

At Kings we have students from compulsory school age well into adulthood, from a range of backgrounds and cultures. Our community is diverse and we value the variety of opinion and experience this brings to our student community. We also acknowledge that students may arrive with established expectations and assumptions about British life, people and education. We strive to ensure that our students feel they are being listened to and have the most positive experience during their education at Kings. We recognize that our students are uniquely placed to offer valuable and immediate feedback about the school and accommodation which will allow us to improve our service to them. To demonstrate this and to ensure the best experience for our students, we endeavour to create a number of forums for their views and suggestions, and put in place systems to act on them.

Students will be encouraged to inform a teacher or the relevant member of staff should they have a comment to make on any aspect of the school. They will be advised of this by staff on enrolment, on notices in the school and in the Student Handbook. The relevant school staff member will, if possible, endeavour to provide an 'open door' policy, or provide students with a facility for making an appointment. As well as the various receptive channels of obtaining feedback from students, other proactive means of suggesting change are available through the Student Forum and the Suggestion Box.

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us. Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways, listed in the policy.

The following documentation is related to this policy:

- [Boarding Schools: National Minimum Standards](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)

### Aims & Objectives

- to develop a school environment that recognizes and values the opinions of students
- to have in place established systems that allow students to express their views
- to ensure a regular forum exists for feedback obtained to be evaluated and acted upon
- to ensure all students are aware of the feedback channels available to them

### Procedure

#### Role of the Board of Directors

The Board of Directors has:

- agreed that the Principal will be responsible for managing feedback forums;
- delegated to the Principal the role of monitoring and facilitating this policy;
- delegated to the Principal the role of considering this feedback;

- delegated powers and responsibilities to the Principal to ensure forums for feedback are provided to students;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Director of College Services**

The Director of College Services will:

- regularly visit the school's Principal to ensure the policy is implemented effectively;
- report back to the Board of Directors

### **Role of the Principal**

The Principal will:

- implement this policy;
- ensure that all school personnel are aware of the policy;
- work to create a school environment where the students feel valued and listened to;
- regularly meet the Director of College Services to ensure the policy is implemented effectively;
- ensure that data from student consultation is collated and logged;
- ensure that data obtained is evaluated as the basis for potential change;
- monitor and evaluate this policy;
- request feedback from the students on school policies using student consultation
- ensure all students know who to speak to for academic matters;
- ensure all students know who to speak to for health and welfare matters;
- ensure all students know who to speak to for accommodation matters;
- ensure both school personnel and students know that an 'open door' policy exists
- conduct and coordinate regular student surveys on key issues;
- facilitate a regular Student Forum for students;
- create and manage an online Suggestion Box for anonymous, confidential feedback;
- review and monitor the implementation of the policy in school;
- regularly report to the Director of College Services on the success of this policy

### **Role of School Personnel**

School personnel will:

- be aware of these means of feedback and student consultation;
- support this policy by listening to or requesting the views of their students, where appropriate;
- direct students to these individuals or forums when needed;

### **Role of Students**

Students must:

- be aware of the school's consultation system and open door policies;
- feel that they are listened to and have adequate forums to express their views;
- take part in student consultation opportunities;
- complete surveys as part of the regular feedback system;
- be able to use the school's online Suggestion Box to make suggestions on improvements

### **Student Forum**

Student Forum/Councils are in place to hear the views of students.

The Student Forum/ Council should:

- represent a diverse range of students, ages and nationalities
- nominate a Chairperson and Deputy Chairperson;
- nominate a meeting minute-taker;
- meet regularly; at least once per term;
- publish an agenda and invite students to nominate items for discussion
- publish the meeting minutes;
- discuss a range of school policies;



- decide on and organise a range of activities and annual events within the school and local community (see the Community Cohesion Policy);
- meet with the Principal annually to discuss key concerns or proposals

### **Appointment Facility**

To ensure students are provided with the adequate amount of time and support if and when they require it, an appointment system for students and key staff members such as the Principal, Directors of Studies, Welfare Officer, Accommodation Officer and Student Services.

### **'Open Door' Policy**

When and where possible, the school operates an 'Open Door Policy'. For times when this is not possible, alternative options, such as scheduled appointments, exist.

### **Student Surveys**

Students will be asked to complete a student satisfaction survey after their first week at school and at regular intervals, where applicable.

For EFL students an end of course questionnaire will be completed

For Academic students questionnaires should be conducted, at least, every term.

Questionnaires should contain sections related to obtaining feedback on other policies, which may include:

- Kings Anti-Bullying Policy
- Kings Safeguarding and Child Protection Policy
- Kings Behaviour and Discipline Policy
- Kings Curriculum Policy
- Kings School Trips and Activities Policy
- Community Cohesion Policy

Data from student questionnaires should be collated and logged, and data used to inform school improvement planning.

### **Student Group Consultation (General)**

Students may, at times be advised informally in groups about giving their feedback, (such as on accommodation, for example) but will always be invited to express any comments in a confidential setting with the appropriate member of staff.

### **Student Suggestion Box**

When appropriate, some areas of feedback from the online student Suggestion Box will be managed by the Welfare Officer. This is to allow students an anonymous and unrestricted means of comment (see Anti-Bullying Policy). The Suggestion Box will be used to provide information for the relevant members of staff and/or as a basis for discussion for the Student Forum.

### **Role of Parents**

Parents/Guardians/Parents representatives must:

- be aware of and support this policy

### **Student Consultation (on this Policy)**

Student consultation is integral to our process of regular self-evaluation and continuous improvement of this and other policies will take place in a variety of ways.

As stated above, the methods will include:

- A Student Forum (which will meet regularly and also be consulted by the Principal)



- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

### Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually or when the need arises and the necessary recommendations for improvement will be made to the Board of Directors.

### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community			
		✓	✓	✓	✓	✓	✓			
Question	Protected Characteristics						Conclusion			
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>Student Forums/Student Councils are in place for both EFL and Academic students, and run termly.</b>	YES/NO
<b>Please list at least 5 items that have been raised as a result of Student Forums/Student Councils and the subsequent action taken to respond...</b>	
<b>Student questionnaires are in place for both EFL and Academic students and are collected and data collated, at least, every term.</b>	YES/NO
<b>Please list at least 5 trends that have been identified as a result of student questionnaires and the subsequent action taken to respond...</b>	
<b>An open door policy is in place, and where this is not practicable and appointment system is available.</b>	YES/NO
<b>An online suggestion box is in place and students are aware of the address.</b>	YES/NO
<b>Please list at least 5 items that have been raised as a result of the online suggestion box and the subsequent action taken to respond...</b>	
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	



<b>How are staff made aware of this policy?</b>
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>
<b>Monitoring the Effectiveness of the Policy</b>
<b>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</b>
<b>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</b>

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel Paul</i>	<b>Date:</b>	
<b>Name of School:</b>			
<b>Next Review Date:</b>			

