



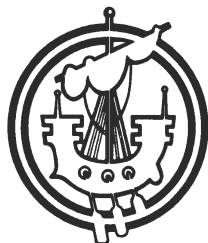
**COMHAIRLE NAN EILEAN  
SIAR**

**Roinn an Fhoghlaim**  
Department of Education

*Ag Amas air Adhartas - Aiming for Advancement*

**POLICY STATEMENT:  
CITIZENSHIP**

**MAY 2004**



# COMHAIRLE NAN EILEAN SIAR

Department of Education

POLICY STATEMENT: MAY 2004

## CITIZENSHIP

Policy	CITIZENSHIP
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Lead Officer	Joan Mackinnon
Key Staff	Teaching Staff
Review Date	June 2006

### RATIONALE

- 1.1 The Department recognises citizenship education as a necessary part of a young person's full educational entitlement.
- It gives students the knowledge, skills and understanding to play an effective role in society at local, national and international levels.
  - It helps them to become informed, thoughtful and responsible citizens who are aware of their duties and rights.
  - It promotes their spiritual, moral, social and cultural development, making them more self-confident and responsible both in and beyond the classroom.
  - It encourages students to play a helpful part in the life of their schools, neighbourhoods, communities and the wider world.
  - It teaches them about our economy and democratic institutions and values, encourages respect for different national, religious and ethnic identities and develops pupils' ability to reflect on issues and take part in discussions.
- 1.2 It should engage young people at the following three interrelated levels:
- Gaining knowledge and understanding about becoming informed citizens.
  - Developing skills of enquiry and communication.
  - Developing skills of participation and responsible action.

### AIM

- 2.1 The aim of citizenship education in our schools is to enable young people to -
- gain knowledge and understanding about the basis of cultural heritage and the development of different communities through a cross-curricular input and community involvement
  - develop their self-confidence and their decision-making skills
  - enquire about the differences, injustices, rights and responsibilities within their own and the wider community
  - gain an appreciation of the necessary part they play within the community of our schools and how this is reflected in the wider community
  - learn about institutions, issues, problems and practices in our democracy.

### **DELIVERY OF CITIZENSHIP EDUCATION**

- 3.1 Citizenship education will be delivered in accordance with National Priority 4 – Values and Citizenship and reflect the attainment targets set out in Environmental Studies 5-14: People in Society.
- 3.2 Our young people should:
- have a broad knowledge and understanding of the topical events that they study
  - have an understanding of how the public gets information, how opinion is formed and expressed, including through the media, and how and why changes take place in society
  - take part in school and community-based activities, demonstrating personal and group responsibility in their attitudes to themselves and others.
- 3.3 The community involvement section of citizenship education should give young people experience of active involvement in decision-making in school. This can be done through pupil councils and pupil questionnaires. Younger pupils can be consulted through class meetings or focus groups. Any consultation with stakeholders should include pupils.
- 3.4 Policies linked to a Citizenship policy are –
- Environmental Studies
  - Equal Opportunities
  - Inclusion
  - Enterprise Education
  - Health Education
  - RME.

### **EVALUATING THE CITIZENSHIP POLICY**

- 4.1 The evaluation of the policy will take account of issues such as:
- whether the policy provides an underpinning for what is taught in the whole framework of citizenship
  - whether the citizenship lessons and the wider experience of citizenship available through the school reflect the tenets of the policy.
- 4.2 The policy should be reviewed every 2 years. Pupils will be included in the review process.

JMK/DS  
May 2004

## POLICY STATEMENT: CITIZENSHIP - APPENDIX 1

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### SCHOOL COUNCILS

1. The Standards in Scotland's Schools etc. Act 2000 places a statutory duty on schools to involve pupils in the consultation processes of the school.
2. To meet this duty the pupils will be consulted on matters pertaining to the school. Pupils will be involved when decisions require to be made concerning the everyday life of the school, through the setting up of a School Council. As well as being consulted, pupils should be able to initiate discussion about policy.
3. Through the School Council it is aimed that:
  - Staff, pupils and parents work together in partnership to build positive relationships in the wider community
  - Active participation and a culture of rights, responsibilities and cooperation are promoted
  - Development of self-esteem and confidence in young people is promoted
  - Knowledge, understanding and skills associated with democratic processes are developed.

### SETTING UP THE COUNCIL

4. **Constitution**
  - The School Council will have a constitution. (Appendix 2)
  - Pupils will be consulted at the draft stage.
  - The constitution will be published in the school handbook and be displayed on the school notice board.
5. **Pupil Membership**
  - Each class will be represented
  - If a vacancy remains all remaining candidates will be put forward
  - Office bearers will be elected - secretary, chairperson. For the first meeting of the Council, the member of staff present should chair the meeting until a pupil is elected to be chair.
6. **Staff Membership**
  - One member of staff should attend meetings as a consultant or advisor, but it may be better if this were not the head. The head teacher could, of course, be invited to attend in order to respond to issues raised by council members.
7. **Election to the Council**
  - The election will be based on real life elections
  - All members to be elected by a secret ballot
  - Candidates will put themselves forward for election
  - Candidates will provide a statement in support of their candidacy
  - Pupils will vote in their class groups.
8. **Voting Procedures**
  - Voting will be by secret ballot.
  - Names of those elected will be published (number of votes will not be published).

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## POLICY STATEMENT: CITIZENSHIP - APPENDIX 1

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### 9. **Organisation of Meetings**

- Meetings will be held once a month during the school day
- Agenda items will be notified to the sec/chair in advance of meetings. Individual pupils must persuade their representative to take matters up on their behalf.
- Minutes will be recorded

### 10. **Communication**

- Report back after each meeting
- Minutes will be available on the school notice board

## **CONCLUSION**

11. We have clearly stated the ways in which we plan to develop, foster support and encourage the whole school community to develop a way of responding to the personal and social needs and health of the individual child so that they can grow and mature as individuals in society.

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**POLICY STATEMENT: CITIZENSHIP - APPENDIX 2**

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**SCHOOL COUNCILS - CONSTITUTION****1. Aims**

- a) To provide the pupils with a structured format for involvement in the decision making process of **XXXXXXXXXXXX** School.
- b) To encourage ownership and participation
- c) To raise achievement by making pupils feel valued and respected
- d) To provide all classes involved with a chance to include citizenship in their curriculum.

**2. Powers**

The Council shall have the power to raise any issue brought to their attention by class members and to discuss how to deal with the problems arising from these issues. The solution must be discussed with the Head Teacher before action is taken.

**3. Membership**

- The Council will be made up of one child from each class.
- Pupils will volunteer to stand for election and voting will be by ballot.
- One member of staff will attend meetings on an advisory and supervisory basis
- Council members must ensure that they get ideas from the rest of the class to put forward at meetings. Staff must allow some time for this to happen.
- Council members are responsible for giving feedback to their class on decisions reached at meetings.
- Members of staff can ask Council members to raise issues for them if appropriate.

**4. Meetings**

- a) Meetings will be held once per month.
- b) Items for the agenda can be placed in the suggestion box or by open discussion led by the class representative.
- c) A chairperson and secretary will be elected from the Council members.
- d) A written minute will be given to each class. Council representatives will provide feedback to their classmates.
- e) All members will have one vote and decision-making shall be made by a majority vote of those present.
- f) Minutes and agendas will be displayed on the school notice board.

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**POLICY STATEMENT: CITIZENSHIP - APPENDIX 3**

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**APPLICATION TO BE CONSIDERED FOR  
XXXXX SCHOOL COUNCIL**

<b>Name</b>	
<b>Class</b>	
<b>Date</b>	

In a few sentences write about yourself and what you would want to do if you are elected to the School Council

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**POLICY STATEMENT: CITIZENSHIP - APPENDIX 4**

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**XXXXXX SCHOOL COUNCIL – BALLOT BAPER**

<b>Class</b>	
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Put an X in the box next to the name of the person you want to represent your class as a member of the School Council.

Name:

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Name:

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Name:

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Name:

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Name:

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Name:

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**MARK X IN ONE BOX ONLY**

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**POLICY STATEMENT: CITIZENSHIP - APPENDIX 5**

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**XXXXXX SCHOOL COUNCIL – ELECTION RESULTS**

The following pupils have been elected to the School Council.

NAME	CLASS