



Pupil
Advocates



- Nurturing good student leaders is an important element of Bovingdon Primary Academy's success as a school.
- Year 6 students are encouraged to take greater responsibility and to contribute positively both to the school and wider community.
- Pupil advocates is one part of this system. It consists of a Head Boy/Head Girl and a team of 14 pupil advocates chosen from Year 6.





The Role

- To act as a role model.
- To undertake different responsibilities and duties.
- To perform wet play duties.
- To assist with the lunch system.
- To attend school events when required.
- To attend all meetings as required.
- To ensure all school rules are adhered to
- To attend meetings with the Leadership Team and the Head boy/girl.
- To write articles for the newsletter.



Bovingdon Tour Guide

- Show visitors around the school
- Show parents around the school as part of Parent Lunch – escort parents to Classes
- Greet visitors at the office area
- Explain to visitors what they see and answer questions as they arise
- Write up visitor feedback and keep a Visitors Book as a record
- Report back to adult member of staff when the tour is finished



Lunchtimes

Collect the lolly sticks from the kitchen and return to classrooms

In the corridors

- Ensure that children are not inside without permission
- Check the toilets



Premises

- Water plants
- Set up rooms
- Report Health and Safety risks
- Help Mr Donley
- Tidy school at assembly time each day
- Keep cloakrooms and corridors tidy
- Assist with staging
- Set out chairs
- Ensure halls and shared rooms are kept tidy
- Assist in setting up music to enhance lunchtime experience



Office/resources assistant

- Report to the office at 10.25 each day to receive office jobs
- Deliver belongings that have been sent in
- Take recycling to the bins
- Organise letters
- Help Miss Turner in the resources room



ICT

- Ensure printers are stocked with paper
- Make sure all laptops/netbooks are on charge and cared for (at assembly time each day and at the end of each day)
- Set up ICT suite for younger children
- Assist with simple technical difficulties at break times e.g. new batteries in IWB pen
- Log on to computers where required e.g. in Tree House, halls
- Help Miss Turner with ICT tasks



Events

- Help at Parents' Evening/ Open Evening/concerts/school events/discos as required
- Give speeches to groups of parents or other visitors
- Attend meetings as required – staff/governors etc
- They may also attend some Leadership meetings with the Deputy Headteacher focused on School Improvement



HEAD BOY AND GIRL

The Head Boy and Head Girl at Bovingdon Primary Academy play a vital role in the life of the school. They are the students' 'public face' of the school representing the school in a number of public situations. They may be required to speak to groups of parents, students and teachers (with support). Some duties may be during breaktime, lunchtime, after-school or evening.



Role of the Head Boy & Girl

Their duties include:

- attending the 'New to Nursery and Reception' evenings meetings with Leadership Team
- welcoming visitors to the school
- attending public functions with senior leadership
- going to other schools to talk about good practice
- overseeing and managing the pupil advocates
- making presentations in assembly etc.
- supporting in planning events
- explaining the vision of the school to visitors and giving examples



Qualities:

- Initiative & Commitment
- Reliability and time management
- Communication skills
- Organisation
- Team work
- Perseverance & Determination
- Humility
- Responsibility & Leadership



The process

Apply – need to show commitment to school life

Interview with Mrs Mewha and Miss Cohen and some pupil advocates

Contract

Weekly meetings

Half Term evaluations



Name	
Class / Year Group	
<p>I wish to apply for (please tick 1 or 2 boxes)</p> <p style="text-align: center;"> <input type="checkbox"/> Head Boy <input type="checkbox"/> Head Girl <input type="checkbox"/> Pupil Advocate </p>	
<p>1. Why do you wish to become Head Boy/Girl/Pupil Advocate? (include any contribution you have already made to Bovingdon Primary Academy or local community)</p>	
<p>1. What skills do you have that would enable you to be an effective Head Boy/Girl/Pupil Advocate? (look at the criteria)</p>	
<p>1. What would you like to achieve as Head Boy/Girl/Pupil Advocate?</p>	
<p>1. Any other information you think relevant to your application.</p>	
<p>Referees: Signed: _____ Date: _____</p>	