

1. Ask permission from your teacher before attending Council meetings. If they feel that you ought to stay in class then you must obey that instruction.
2. Make sure that everyone knows about the School Council. This includes parents, dinner ladies, caretaker, helpers and, of course, pupils. They can all have their ideas or complaints put to the Council through you.
3. Make sure that your class knows to ask you to raise any idea or complaint that they have. Write it down in your book and bring it to every meeting. Every idea or complaint is IMPORTANT. Use your book to make a note of everything that is discussed.
4. During the meetings, you will listen to whoever is talking and will not speak unless you have been told to do so. You will raise your hand if you wish to make a comment about what is being discussed.
5. After the meeting, ask your teacher if you can have 5 minutes to tell the class what was discussed at the meeting. All pupils should know what the Council has been doing.
6. Any idea or complaint that the Council decides to follow up should be passed on to Mrs Pugh, either by letter or in person. Please ask Mrs Hutson in the Office to tell you if Mrs Pugh is free before going to her room.
7. Mrs Pugh's decisions on anything that has been passed to her will be reported at the next meeting.
8. **REMEMBER** your class has chosen you to represent them so you should try to do the best you can.