



**INFORMATION
AND
CONSULTATION
POLICY**

2010

GREENHEAD COLLEGE

INFORMATION AND CONSULTATION POLICY

PURPOSE

It is central to the ethos of Greenhead College that all members of its community should have the opportunity to contribute to discussions which might have an effect on their education, employment and general well-being. For this reason the college has an 'open doors' policy: students and staff can speak with any member of the Admin Group (senior managers) without the requirement of an appointment, and there is a similarly informal attitude to approaches from parents or others. Various other channels also exist for the purpose of consultation and the dissemination of information.

SCOPE

Staff meetings are held regularly: at least once a year a meeting is held to which all employees are invited, and there are separate meetings, at least once a term, for support staff and teachers, at which the Principal and other Admin Group members will be present. On a daily basis there is a staff briefing (8.35 to 8.45am) which is open to all staff, teachers are required to attend. At this meeting, the latest news, developments etc can be shared. This is 'led' by the Principal or a delegate, but the agenda is open and all colleagues are able to pass on messages.

The staff have two elected representatives on the College Corporation, who feed back both informally and through meetings (usually held at lunchtime). Papers for all the corporation meetings are placed in the staffroom a few days before any meeting, and also lodged in the library with open access to all. News and proposals are also circulated regularly by the Principal (at least once a term, usually more frequently) to all staff in the form of Principal's newsletters and memos: the invitation to respond is an individual one.

The college also recognises the relevant official trade unions, and representatives have free individual access to the Principal, as well as the opportunity to request collective meetings.

Students have a legally constituted Student Council, which has seats for two elected Senior Students on the corporation. Council meets every half term and through their elected tutor group representative all students can contribute.

The college seeks individual students' views directly on a range of academic, organisational and other matters, through the medium of questionnaires, focus groups etc implemented through subject departments or, across college, by the pastoral team. Other fora, such as the Equality and Diversity Group and the Health and Safety Committee has student representation. Students leaving mid-course are invited to a 'debriefing' interview to express their views.

Regular contact with parents through letters home, newsletters, and parents' evenings (separate ones to deal with students' academic progress, information for parents of new students, or progression) is maintained, as well as informal contact, which is welcomed. Parents of ex-students are given the opportunity to make a formal comment on the college's performance.

Approved by the Policy Committee: May 2010

Approved by the Corporation: June 2010

"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".

Policy Prepared by: Martin Rostron - Principal