

# <Creative Academy>

## <Student Representatives Policy>

### Overview

Student representative policies establish frameworks for elected students to gather peer feedback, partner with staff to enhance teaching, and influence decision-making. These roles involve representing diverse student views on the institution, promoting equity, and ensuring quality assurance. Policies outline training, confidentiality, and formal recognition for these roles.

### Key Components of Student Representation Policy

- **Role Purpose:** To represent student interests, improve the academic experience, and foster partnership between students and staff.
- **Responsibilities:** Gathering feedback (both positive and negative), attending departmental/divisional meetings, and communicating issues to staff.
- **Selection Process:** Usually involves open applications, nominations, or elections followed by appointment through student voice teams, requiring active student status.
- **Support & Training:** Institutions provide training, networking opportunities, and support for student reps to understand their role and operate effectively.
- **Equality & Representation:** Ensuring diverse voices are heard, including those from different backgrounds.
- **Recognition:** Student reps receive recognition for their contributions to CV development.

### Common Policy Guidelines

- **Confidentiality:** Reps must handle student feedback responsibly.
- **Feedback Loops:** A commitment to sharing actions and outcomes with students.
- **Reporting Structure:** Participating in joint consultative forums or meetings.
- **Duration:** Academic year at a time.

## **Introduction**

Creative Academy's Student Representation Policy is a partnership between the Slough Borough Council (Creative Academy), its student's body. The aim of the policy is to ensure that every Creative Academy student is represented in all Creative Academy decision making processes. The policy also ensures that every student can contribute to the enrichment and enhancement of their learning experience and the programme.

## **Purpose**

The Creative Academy aim is to ensure that the student voice is at the centre of their learning experience and contributes to enrichment and enhancement of the programme.

This policy sets out the commitment of the Creative Academy and the Student representatives. Student representation is required to ensure enhancement and good practice to all programmes.

This policy will be used by the Creative Academy to guide the operation of student representation mechanisms. The policy, and associated documents addressing the operational aspects of the programme, will be made available to all student representatives.

## **Key Principles**

The Creative Academy aims to create confident, knowledgeable, technically proficient, versatile, strong, independent, passionate and talented performers/teachers ready for the diverse dance industry. Students are at the heart of this and the Creative Academy provides creating an inspirational and inclusive learning environment. Student representation builds on this through providing all students with opportunities to contribute to, and enhance, their programmes and their own learning experiences.

The Creative Academy is committed to responding to student feedback, at all levels, in order to monitor and enhance the quality of the student learning experience and deliver enhancement. However, student representation is defined, for the purposes of this policy, as those formal processes and structures which allow the student voice to be effectively represented at all levels of the academy for the purposes of enhancing programmes and improving the student learning experience. The Creative Academy also provides a mechanism for feeding back the outcomes of this representation.

Student representation requires an inclusive culture in which the Creative Academy and its students have a shared responsibility for promoting an environment which empowers the student voice and ensuring students are treated as individuals supporting students to reach their full potential

In meeting this responsibility, the Creative Academy and the Student representatives recognise that the role is a responsible and purposeful one, and that it provides representatives with opportunities for personal development and the acquisition of valuable graduate skills creating employment and performance opportunities

In meeting this responsibility, the Creative Academy and the Student representatives recognise that a successful Student Representation Programme will be student-led. Student representatives will be expected to take responsibility for ensuring that issues and concerns of the students that they represent are addressed appropriately, and that actions and subsequent outcomes are communicated to the wider student body.

In meeting this responsibility, the Creative Academy manager will provide the student representatives with support and advice, particularly on matters relating to policies and procedures. The Creative Academy is wholly committed to developing and maintaining the highest quality standards using student representative feedback.

The Creative Academy endeavours to keep offering industry relevant, affordable and innovative vocational dance training and engaging high profile industry partners using student and industry engagement.

### **Student Representation**

- There will be student representatives from level 6 that represent the whole school following feedback from previous years when there was representation from every level 4,5,6. The Creative Academy are open to student feedback should they feel more representation is beneficial or required.
- Student representation will be elected by the student community that they represent.
- All student representatives will ensure that actions taken and their outcomes are reported back to the students that they represent.
- Provide an opportunity for Creative Academy students to provide feedback and recommendations in regards to the student experience & module evaluation.  
(attached)

### **Referral of Matters**

The student representatives may refer any item to the Creative Academy management for discussion, consideration and/or action.

### **Member as Student Representative and terms**

The membership shall comprise of:  
2 Student representatives  
One academic year at a time

### **Conflict of Interest**

Student Representatives are required to bring to the attention of the Creative Academy management any conflict of interest or potential conflict they may have on commencement of the role, or during term.

### **Meetings & access to resources**

It is recommended meetings are held face-to face and once a semester. Student representatives can call a meeting at any time for ad-hoc issues or updates, however as much notice that is reasonably possible must be given.

### **Observers and visitors**

Observers and visitors must have received the prior permission of the student representatives to attend meetings. Observers and visitors must leave the meeting if any matters are to be considered in camera.

### **Agenda and minutes**

It is the responsibility of the student representatives for set the agenda and take minutes. Any minutes submitted to management are the responsibility of the representatives to supply.

### **Reporting**

The Student representatives advise the Creative Academy management on specific matters.

### **Feedback**

University staff and students may provide feedback about this document by emailing [info@creativeacademy.org](mailto:info@creativeacademy.org)

Reviewing this statement or policy

This policy or statement will be annually reviewed to ensure it is fit for purpose, up to date and effective. Student representation will be part of the process to ensure that it is fair and clear.

Any changes will be uploaded to the website, ensuring that it is accessible to prospective and current students. For general enquiries and/or complaints regarding this statement, please contact the Creative Academy using the information below:

- By phone - 01753 875400
- By email - [info@creativeacademy.org](mailto:info@creativeacademy.org)
- By post - Creative Academy, 73a Stoke Poges Lane, Slough, Berkshire, SL1 3NY
- By website - using the contact us page on [www.creativeacademy.ac.uk](http://www.creativeacademy.ac.uk)
- For complaints - please see the complaints process on the website

## Evaluation of the module

### End of Semester evaluation

Name of Module: \_\_\_\_\_

Please tick the appropriate response ✓

#### < Content: >

Appropriate       inappropriate       Too little       about right       too much

#### < Theory/Practical balance: >

Too much theory       about right       too much practical

#### < Pace: >

Too slow       about right       too fast

#### < Lectures (tutor-led sessions) >

Poor       average       good

#### < Workshop / Tutor support >

Poor       average       good

#### < Three things students like about the module >

- 1.
- 2.
- 3.

#### < Three things students dislike about the module >

- 1.
- 2.
- 3.

#### < Other comments: >

Students will elect a student representative who will be given the opportunity to anonymously feedback individual issues with programme/module specification/tutoring. The Creative Academy will ensure that students feedback, where appropriate, fed into individual lecture/workshop development, session planning and brought up and discussed at team meetings. Annually students written and verbal feedback will be fed into development of all modules to ensure they stay focused of 'client' groups needs, although this will be assessed against industry need and academic rigor.