**Template Guide and Letter to Local Councillors**

**Local Councillor Workshops**

This easy-to-use guide contains a step-by-step process to help your pupil representatives identify and write to their local councillors and invite them in for a meeting. The guide includes an example meeting template that will enable children to share what is important to children both in your school as well as in the local community.

It will also provide children with the opportunity to understand rights, citizenship, and democracy. These could be set out as items on the agenda. ([SMSC Curriculum links](https://assets.publishing.service.gov.uk/media/5a758c9540f0b6397f35f469/SMSC_Guidance_Maintained_Schools.pdf) – Promoting British Values).

**What are the benefits?**

We believe this is important because it allows children to develop their understanding of the role of local councillors and local democracy and how it relates to the children’s role in school. Developing ongoing relationships with your local councillors will help children update on school’s achievements and challenges and seek their input on local issues.

Local councillors are community representatives, and their involvement can positively impact education standards and the overall well-being of primary schools. [Building strong relationships benefits both schools and the local community](http://cfgs.org.uk/wp-content/uploads/Local-councillors-and-schools-using-community-leadership-to-improve-schools.pdf)

Through this process your local councillors will also benefit from hearing about the issues children are facing in their communities and be able to work together to come up with solutions.

**Outcomes:**

Children understand the power of their voice and their right to be heard.

Children understand roles of local councillors and similarities in their roles.

Children understand the process of campaigning for change, working with local stakeholders to improve outcomes for children and their community.

**Step by step guide:**

**Step 1**: Find out who your local councillors is (there are three councillors per ward, we recommend inviting all three). [Click here](https://bradford.moderngov.co.uk/mgFindMember.aspx)

**Step 2**: Use invite template letter attached. This can be taken from any pupil voice you have captured on issues that are prevalent to children’s well-being in school & beyond. Some examples: road safety, mental health and well-being, the need to be more physically active, sustainability, greener spaces etc.

**Step 3**: Before your councillors attends your meeting, write to your councillors to inform them of topic of discussions, if you have an agenda, you could send this and ask councillors of AOB. Ideally prior to the meetings if children could think of 2 things they like about their focus area and 3 things that would make it better.

Ask councillors to do same and report what the wider community say about these issues. Can the children & councillors come up with solutions to these issues?

**Step 4**: Hold your meeting: Do your introductions and roles. Discuss with local councillors preferred future communications (visits, emails, newsletters etc).

**Collaborate** with councillors on joint initiatives, such as community events, workshops, or awareness campaigns related to children’s health & education.

**Step 5:** Thank you letter to your councillors with a summary of discussions and actions.

Dear Councillor …………………………………

We are the school council of (**insert name of school**).

We are learning about democracy and how our voice can influence changes in matters that concern us.

We would like to understand and learn about the similarities in our roles as councillors and discuss how we can work together to achieve better outcomes for us.

We would like to invite you to talk about (**insert subject**)

In preparation for this meeting, we ask you to consider 2 things that are going well in this focus area and 3 things that would make it better.

We look forward to meeting you.