



Leeds Children's Mayor Information Pack for Schools



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What is Leeds Children's Mayor?

Leeds Children's Mayor (LCM) is an annual citizenship project that has been running for 15 years. It is run in partnership between Democratic Services and the Voice and Influence Team at Leeds City Council.

The LCM project aims to actively engage children in the process of democracy and promote an understanding of rights and responsibilities. It is an opportunity for schools to encourage and support pupils to be aspirational, and recognise that their actions can influence change.

This year, due to the Coronavirus we are changing the approach slightly. Schools are now asked to enter **three candidates** from year 5. The LCM Team will then select your schools finalist for you. We have made this change as previously many schools held class voting to select the overall school entrant and we appreciate this may be a challenge this year.

After shortlisting down to one candidate per school, the team will then narrow the entries down to a final 20 using a criteria-based scoring system. Finally, a panel of young people will select the 12 entries they think should be put forward to the voting stage.

Following the elections, the pupil who wins will be in year 6 when they become the Leeds Children's Mayor. We strongly encourage schools to ask all of their year 5 pupils to complete an entry as part of their home learning tasks.

What's in it for entrants?

All Entrants: all of the schools' selected entrants (once we have narrowed down to one entry per school) will be invited to the Leeds Civic Hall in late 2020 to meet the Lord Mayor of Leeds and receive their certificate of participation and commemorative badge.

The 12 finalists: The final 12 candidates will have their photo and manifesto published on the Breeze website during the voting period before being invited to the prestigious finalist's reception at Leeds Civic Hall where they will have tea with the Lord Mayor of Leeds.



The Leeds Children's Mayor Process

Key dates for Leeds Children's Mayor are outlined below:

w/c 11 th May 2020	Schools will receive all the information they require to enter Leeds Children's Mayor
Wednesday 17 th June 2020	Deadline for applications to be submitted online 3 x entries per school
Wednesday 24 th June 2020	Longlisting: a panel of council officers will longlist entries down to one per school before selecting them down to a final 20 After this – if your child makes the final 20 - you will be contacted to provide a photo of your schools' entrant
Wednesday 1 st July 2020	Shortlisting: a panel including last year's children's mayor, Leeds Youth Councillors and UK Youth Parliament members will shortlist entries to a final 12
Friday 3 rd July 2020	Schools will find out if they have / haven't got a candidate in the final 12
Monday 13 th July 2020	The final 12 entries are uploaded onto the Children's Mayor page on the Breeze Leeds website for voting. Voting will be open at 9am Monday 13 th July and close at 5pm Friday 16 th October 2020.
Monday 13 th July 2020	The twelve finalists along with their parents / carers are invited to a 'what to expect' session at Leeds Civic Hall, this may however change due to the current situation. IF we are unable to meet in person, we will insure the finalists and their families receive the information in another format.
Friday 16 th October 2020	Voting closes at 5pm
Wednesday 21 st October 2020	The final twelve candidates and their families are invited to the Leeds Civic Hall for a special reception evening before the winner is announced
October / November 2020	All entrants will be invited to the Civic Hall for tea and biscuits with the Lord Mayor



Entrants Task Information Sheet



Leeds Children's Mayor 2020/21

Leeds Children's Mayors is an annual citizenship project that has been running for 15 years. It is run in partnership between Democratic Services and the Voice and Influence Team at Leeds City Council.

The Leeds Children's Mayor serves a one year term, which is for the duration they are in year 6. During their term they will attend lots of different events with the Lord Mayor of Leeds as well as work with council offers to make their manifesto idea into a reality.

Each Primary School in Leeds is encouraged to enter the three best entries written by their year 5 pupils, the entries will then be longlisted by a panel of council officers before being shortlisted by a group of Leeds Youth Councillors. The final 12 will then campaign for votes before being invited to the finalist reception in October 2020, where the 2020/21 Leeds Children's Mayor will be announced.

Voting will be open from Monday 13th July to Friday 16th October, more information will be sent out to the final 12 candidates on Friday 3rd July.

Cllr Eileen Taylor
Lord Mayor of Leeds

Cllr Fiona Venner
Executive Member for Children and Families

A message from Wania, Leeds Children's Mayor 2020/21

Wania, your current Leeds Children's Mayor, has recorded a message for you. View her message at: <https://www.youtube.com/watch?v=FUBosq2XwQY>

Top tip from Wania when writing your manifesto:

To write a manifesto I would suggest if you don't have an idea what to write about you should watch or read some current news about what is going on around us and that may help you to pick an issue you are passionate about or something you think should be addressed. Believe in your manifesto.

Wania highlights as Children's Mayor

The Children's Mayor Role is 100% interesting and fun because the Children's Mayor Team give you a range of opportunities that include presenting awards, meeting celebrities and many other important people that you can inform about your manifesto.

How to enter

Entrants are asked to think about a low cost / no cost idea that could make their school, community and Leeds more child friendly. Once entrants have come up with an idea they complete the entry proforma and return this to your teacher by [enter date] along with a photo of yourself (passport style).

What makes a good entry?

Key points to consider when writing a manifesto:

- What is the main idea of the manifesto and what will it improve for children and young people in Leeds?
- How will the idea make a difference? – Explain what would need to happen for the idea to truly make a difference
- Is the idea achievable and affordable? - Entrants should consider all the practical elements of their manifesto
- Are the ideas practical and realistic? – If a child becomes Children's Mayor they will be asking our 99 city councillors to consider their ideas. It is therefore important that they are both practical and realistic (a swimming pool for every child in Leeds may be a great idea, but practically, it is unlikely to ever happen!)
- Who will benefit? – Explain what difference the improvements would make to the lives of other children in the city, the more people who would benefit from the campaign the better!



Entrants Proforma



Name	
School	
Age	
Gender	Male / Female
Summarise your idea in 15 words	<i>The summary will be used on social media and ballot papers so please try explain your idea as best as you can in 15 words</i>

Your Idea (no more than 200 words)

If I was Children's Mayor of Leeds....

How will your idea make a difference and who will benefit? (no more than 200 words)

Low cost / no cost idea for how other children in the city can help with your manifesto (no more than 100 words)

Winning Manifesto 2019

Wania, Harehills Primary School

'Chill & Chat'

Idea

If I was Children's Mayor of Leeds, the one thing I would change is mental health and wellbeing, for children at school, which will eventually spread into the community. Once a week children have the chance to speak to someone else and make them feel positive about themselves, boost their confidence and be more optimistic. Each classroom will open their doors early and welcome their pupils in to a 'chill and chat' time. It will be hosted by Mini MindMate Ambassadors, school council representatives and Head Boys and Girls. The calm and relaxing environment will help pupils to feel safe and comfortable whilst sharing refreshments. The idea will include the opportunity to speak to adults as well and even those they don't normally interact with.

Eventually, this idea can spread to other schools and community buildings, such as: the local libraries, community centres, cafes or sport centres (Leeds City Council). Once the system has been set up in local schools, the 'chill and chat' hosts will go to schools across Leeds to help them set up the same idea.

How will your idea make a difference and who will benefit?

My idea will benefit children from all walks of life at school, who come to learn and develop socializing skill, but not every child is able to build their confidence or discover their talent, ability and skill due to many reasons. The reasons can vary from child to child or it could be due to anger, stress, learning difficulties, language barriers and shyness. It will make a difference by releasing anger and stress and it will boost children's confidence and make them feel positive about themselves. By allowing them to reach their potential, they will be more inclined to keep away from trouble and make the right choices. It will give children the opportunity to talk about their feelings, release pressure of any kind so that it will make them feel easy and more focussed. Also, it will make them realise their ability and people would show them their strengths. This can help the children to be more focussed and determined to learn and achieve their goals.

Low cost / no cost idea for how other children in the city can help with your manifesto

My idea is no cost idea because children (the hosts of the 'chill and chat' time) can help with my manifesto by praising and speaking positively about their fellow peers talent, skill and ability. Role models will be used to support others. The refreshments are low cost, however, we will ask for donations (from parents, who are also welcome to join us) or fundraising. This also helps with making people feeling more mindful.

Submitting your entries

This year we are asking schools to submit their top three entries from year 5. This is due to the fact it will be the year 5 teachers choice who to submit and pupils will not be in school to have a democratic vote on which entry will be submitted on behalf of the school.

Please return your three entries by **Wednesday 17th 2020 to the Leeds Children's Mayor Team, by either:**

Online: <https://surveys.leeds.gov.uk/s/LCMEntry2020/>

Email: leedschildrensmayor@leeds.gov.uk

Please note we will not be accepting any entries by post this year.

How the shortlisting works

Each entrant is scored against a four different criteria's and will be given extra points if:

- Extra points will be given to ideas that have an impact on children and young people across a larger geographical area (i.e. doesn't just benefit pupils in their school)
- Extra points will be awarded to ideas that are low cost and where entrants have shown they have thought about the costs implications of their idea
- Extra points will be award to ideas that are practical and can be put in place by Leeds City Council
- Extra points will be given to ideas that are creative and have the 'wow' factor

Reaching the Final Twelve

On Wednesday 24th June 2020 a panel of Council Officers will longlist all entries received down to 20, the final 20 will then be shortlisted to the final 12 by a panel of Leeds Youth Councillors, UK Youth Parliament and the outgoing Children's Mayor.

After the panel of young people have shortlisted on Wednesday 1st July 2020, the Leeds Children's Mayor Team will contact all schools who entered to let them know if they have been successful in reaching the final 12.

All entrants will receive a letter of thanks from the Lord Mayor of Leeds and will be invited to meet the Lord Mayor at Leeds Civic Hall.

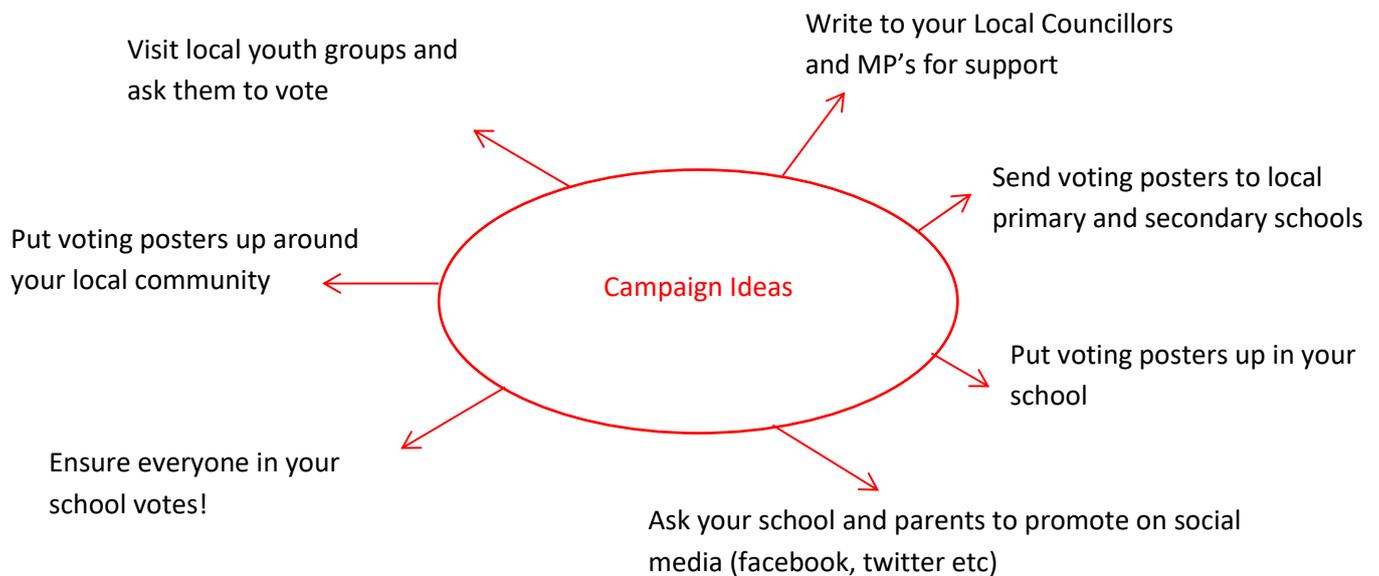
What to expect

The twelve finalists along with their parents / carers will be invited to a 'what to expect' session that will take place at Leeds Civic Hall on Monday 13th July 2020, 5pm till 6.30pm. The session is an opportunity for the finalists and their parents / carers to find out about campaigning, what to expect on finals night and what the new Children's Mayor and runners up can expect from the year ahead.

If however, the what to expect session is unable to go ahead due to Covid 19, we will send a what to expect information pack to parents along with a short video from the team explaining what will happen next.

Campaigning

The twelve finalists will need to campaign to ensure they receive as many votes as possible, everyone who votes will be asked to vote for two entrants, each entrant will receive an equally weighted vote. **We appreciate that not all these options will be available depending on the Coronavirus situation**



Voting for the next Leeds Children's Mayor

Voting for the Leeds Children's Mayor takes place 13th July to 16th October 2020, anyone under the age of 18 years who lives or goes to school in Leeds can vote.

Each voter is asked to read the final twelve entries and vote for their **two** favourite ideas.

Each vote given has an equal weighting. Anyone who doesn't vote for **two different** candidates will have their vote voided.

There are a few voting options to ensure that all children and young people 18 years and younger have the opportunity to vote.

Option 1: Online voting

Children and young people are encouraged to read through all twelve entries and cast their vote online.

Entries and the voting page can be found at <https://tinyurl.com/LCM2020>

To vote children and young people must include their email address and DOB before casting their vote, this is for verification and no information gathered will be used again.

Option 2: Paper voting as a whole class or in an assembly

If schools find it easier to ask pupils to vote during class time or in an assembly, you can print the final 12 manifestos and ask pupils read through them before voting for their **two** choices using the tally voting sheet or ballot papers.

Option 3: Pop up voting station

You can set up your own pop up voting station!

Create a ballot box and print out ballot papers for pupils to cast their vote on.

A Leeds Children's Mayor Voting Resource Pack will be emailed to all schools w/c 13th July 2020 and will include electronic copies of ballot papers, tally sheets etc.

Finals Night

On Wednesday 21st October, the finalists along with three guests will be invited to a prestigious awards event in the Banqueting Hall at Leeds Civic Hall. The evening will comprise of a light buffet, performances, reading of manifestos before the new Children's Mayor of Leeds is announced.

The New Leeds Children's Mayor

What does Children's Mayor of Leeds entail?

- Switching on the Christmas Lights with the Lord Mayor of Leeds City Council
- Attending a full Leeds City Council meeting to read their manifesto to the 99 councillors
- Having the Lord Mayor of Leeds present a certificate at an assembly in school
- Working alongside council teams to try and implement the manifesto
- Accompanying the Lord Mayor on the Remembrance Sunday parade
- Attending a variety of civic functions throughout the year in the official role as Leeds Children's Mayor
- Reading manifesto and sharing journey so far at Child Friendly Leeds Ambassador events

The Leeds Children's Mayor will be expected to wear the robes at all high profile engagements.

Low cost / no cost idea

The Children's Mayor will work with council officers to make their low cost / no cost idea a reality. This will happen from April to June.

What is expected of parents / carers?

The parents / carers of the Leeds Children's Mayor will be asked to support the Leeds Children's Mayor in attending all engagements through the year. Parents / carers will be sent engagements throughout the year, they are able to accept or decline any of the engagements.

If parents / carers have any problems with travel arrangements for engagements they need to inform the Leeds Children's Mayor at the earliest convenience, and we will support where we can.

What is expected of the school?

Schools will be asked to support the winning manifesto, and take part in any activities that are organised as part of the manifesto.

We try and ensure engagements where the Leeds Children's Mayor is invited to attend are held on evenings and weekends, however there may be occasions through the year where they are held during the school day. On these occasions we will contact the school to agree out of school consent for the Leeds Children's Mayor.