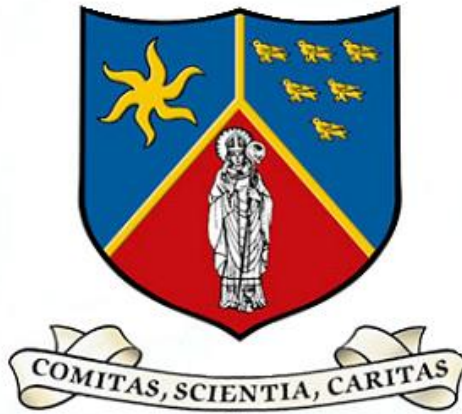


# St Richard's Catholic College

## PREFECT POLICY



The Policy was approved by the Governing Body: October 2015

Chair of Governors: \_\_\_\_\_

The Governing Body will review the policy in October 2020

## **PREFECT POLICY**

The purpose of this document is to provide a framework, giving clarity to the existing Prefect System, ensuring all involved, staff, parents/carers and pupils, have a clear idea of the requirements of this important role.

The policy is aimed at the Year 11 Prefects. However, certain aspects of the policy can be used when other year groups take on the role in a temporary capacity.

### **Job Description**

The college values the contribution which Prefects make to the smooth and efficient running of our college. The Prefects have to carry a great deal of responsibility, which is vital to assist with the smooth running of the college. The Prefects' role continues to develop and therefore to try and define it totally will only limit the flexibility of the role and the pupils who take on the role.

The role of Prefect incorporates the following key tasks:

- To act as good examples to all other pupils in terms of attitude, behaviour, uniform, punctuality, courtesy, study and attendance.
- To represent all pupils at St Richard's Catholic College in promoting the good name of the school within the community.
- To uphold the school rules.
- To wear their Prefect Badges and Prefect Ties at all times in school and to make arrangements to replace them if lost.
- To assist in the smooth running of the school by performing the following duties:
  - Patrol duties at break and lunch times
  - Patrol and support pupil behaviour on public transport
  - Public relations
  - Take an active role assisting with the care and welfare of all pupils, with particular reference to Years 7 and 8
  - Assisting at Parent/Teacher consultation evenings
  - Assisting staff during extra- curricular activities, for example, discos or sports clubs
  - Taking an active part in form, year and full school assemblies and other liturgies
  - Taking a full part in fund-raising activities for charities

In addition to the above practical tasks, all Prefects are required to set the highest standards to which the younger pupils aspire. Prefects are expected to perform in such a manner that others in the community see them as positive role models.

### **Senior Prefects**

A small number of Prefects will become Senior Prefects, who hold additional responsibilities to the above. Senior Prefects are appointed from those who apply for the role and from those recommended by staff (see selection procedure). The Senior Prefects' role is vital to the development of the identity of the year group. They will have a representative function

for their Year, putting forward ideas, views, and issues relating to college life in general and also views that relate specifically to their year group at the Senior Prefects meetings. (Minutes of these meetings are taken when necessary and forwarded to Form Tutors and the Leadership and Management Team (LMT)). In addition, Senior Prefects have responsibility for delivering an assembly to the year group; monitoring the Prefect rota on a daily/ weekly basis and attending meetings during the lunch hour. Additionally, they lead the organisation of charity fundraising within the year group.

From this group of Senior Prefects, the Head Boy/Girl and Deputies are appointed.

The Prefects' role should not be seen solely as a college matter: pupils must be encouraged to view this role as a vital step in their development towards life away from college. Pupils should see obtaining Prefect status as a way of having their ability and previous college record recognised and rewarded. This position provides a platform that enables them to consolidate the next phase of their academic or vocational careers and is recognised as part of their Citizenship Education.

### **The role of Head Boy/Girl**

The role of Head Boy/Girl incorporates the following aspects:

- The Head Boy and Head Girl have a specific role to play in chairing the School Council meetings. They will also chair the termly Senior Prefect Team meetings.
- Both the Head Boy and Head Girl will deliver a speech at Prize Evening.
- Preparing a half-termly report for the newsletter on college life from the pupils' viewpoint.
- Writing the introduction for the year book.
- Leading the dancing at the Prom.
- Leading by example in all aspects of school life, reflecting the most desirable of role models.
- Other duties may include acting as the voice of the pupils at a termly LMT meeting when required.

Pupils who wish to become Head Boy or Head Girl will be required to attend panel interviews, firstly in front of the Pastoral Leaders and, if successful at this first panel, a final interview will take place in front of Miss Cronin, the LMT and a representative from the Governing Body. Successful applicants will then have the opportunity to make a presentation at an assembly to Year 10 and to the staff after a morning briefing. Voting will then take place.

Pupils may also be interviewed for Senior Prefect status.

### **The Application Procedure**

#### **Stage One (June)**

This process is started in the summer term in year 10. Those wishing to be considered for selection must complete a Prefect application form. This will provide information supporting their application. Those wishing to be considered for Senior Prefect status including Head Boy/Girl should indicate this in their application. The

Pastoral Leader for Year 11 will deliver an assembly to Year 10 pupils prior to the deadline date, in order to explain how to apply and suggest ideas that can be put in the application letter. Pupils must have obtained 100 Prefect points, plus a minimum of four elements of the CREST to be able to apply.

**Stage Two** (early July)

The staff vote on each pupil's suitability for the position; if they feel that some pupils are not ready they must indicate the reasons.

**Stage Three.** (Mid-July)

The staff votes are assessed and the LMT, in consultation with the Pastoral Leaders for Years 10 and 11, makes the final selection.

**Stage Four** (End of July)

The pupils receive a letter indicating whether or not they have been successful in their application.

**Stage Five**

Those who are not successful are offered an opportunity to discuss the reasons with their Pastoral Leaders, though the understanding that ours is a relatively small prefect team will have been clearly communicated prior to this. Pupils are given the opportunity to re-apply during the following term if a position becomes open.

**Selection Criteria**

Staff consider the following criteria when deciding on Prefect suitability: Maturity, Honesty, Appearance, Reliability, General Behaviour, Confidence, Personality, Attendance, Initiative and Co-operation with respect to college rules and regulations. Not all who apply will have *all* of the above qualities. However, in certain cases, by obtaining 'Prefect Status', the additional responsibility will hopefully draw out many of the listed qualities.

**Senior Prefects Selection Procedure**

On the Prefect voting form, staff are also asked to nominate candidates for the Senior Team. The Principal, in consultation with the LMT and Pastoral Leader, draws up a short list. The staff, along with the pupils from Year 11, are given the opportunity to vote for the Senior Team from those names on the short list. The results are collated and discussed by the LMT and the Pastoral Leaders for Years 10 and 11, before the appointments are made and announced at the final college Mass on the last day of term.

**Head Boy/Girl**

As already outlined, those successful in applying for Senior Prefect post can choose to go forward to panel interviews for the role of Head Boy/Girl.

**Prefect Training**

The role that Prefects are asked to carry out is diverse and, at times carries a great deal of responsibility. Therefore, training is organised during the summer term of Year 10 and termly thereafter in Year 11, to assist them in learning how to cope with the demands of the

role. The training day will focus on situations where they will need to use the skills which they will be required to demonstrate throughout Year 11 as Prefects and members of Year 11. The objectives of the training is as follows:

- To develop communication skills.
- To analyse the qualities required of Year 11 leaders.
- To appreciate the ethos of a Christian environment and the role of Year 11 within this.
- To understand the importance of teamwork.
- To develop an understanding of the concept of leadership.
- To develop sound decision-making skills for the benefit of the college community.

### **Expectations**

Those appointed to the role of Prefect are under the spotlight and consequently the demands on them to perform consistently well are high. They will be required to work to their potential each half-term and avoid receiving minuses from subject teachers. If Prefects do under-achieve, they risk having their status taken away and losing their position. It goes without saying that the same applies to behaviour. However, it is recognised that not everyone is perfect and that young people make mistakes. Therefore each situation will demand a different solution depending upon the circumstances.

Those pupils who take on the role will accept it formally by signing an agreement that expresses the ethos of this policy. Parents/guardians will also be asked to endorse the agreement.

### **Working Schedule/Procedure**

On appointment, Prefects will be allocated a team and a set duty. They will then be expected to adhere to the rota and ensure that all duties are performed to the best of their ability. For example, some Prefects will be designated ICT/Art/Music Prefects and will have specific responsibility for these subject areas. Prefects also have an additional responsibility to supervise the trains and buses. Here they will be assisted by all pupils from Year 11. Furthermore, some Prefects will be linked to Years 7 and 8 and act as Form Prefects: they will be expected to liaise closely with the form group and assist the Form Tutor, when appropriate. An important aspect of their work will be to develop relationships with all form members, ensuring additional support is available if pupils need it.

### **Monitoring**

Senior Prefects will be responsible for monitoring the five duty teams. They will co-ordinate this with their Pastoral Leader and the individual group leader. If Prefects fail to carry out their role in respect to the 'Prefect' duties they will jeopardise their position. Additionally, Senior Prefects will meet with their Pastoral Leader when necessary, but generally every two weeks to assess the progress of the Prefects and the year group as a unit. The main Prefect group will meet each half-term to discuss any concerns they may have about their role.

## **Temporary Prefects**

The Pastoral Leader of Year 10 in consultation with the relevant Form Tutors and LMT appoints the temporary Prefects during the period of Year 11 mock examinations and in the Summer term during the GCSE examination period. He/she will allocate duties and oversee the temporary Prefects during the summer term. Temporary Prefect status does not guarantee automatic selection later in the year; in a similar way, not being appointed as a temporary Prefect does not affect final selection. The Pastoral Leader of Year 9 will appoint the temporary Prefects during the Work Experience week in the summer term.

The number of Prefects selected each year varies, but a number in the region of 100 is needed to supervise areas of the college, during break and lunch -time. (See existing rota)

All Prefects will take up their position on the first day of term. They are asked to contribute £4 to the cost of their Prefect tie.

Possible rewards for Prefects:

- A thank you treat at the end of the spring term.
- Thank you refreshments at the close of each term.
- Successful Prefects, Senior Prefects and Head Boy/Girl are given a certificate on leaving school, as evidence of their commitment to the ethos of the college.

**The Prefect Agreement**

I, ....., willingly accept the position of School Prefect and I agree to carry out all Prefect duties to the best of my ability at all times. I will always abide by all school rules and regulations, including uniform. Failure to do so may result in the loss of my Prefect position.

Pupil Signature: \_\_\_\_\_

Pastoral Leader Signature: \_\_\_\_\_

**Senior Prefect Agreement**

I, ....., willingly accept the position of Senior Prefect and I agree to carry out my responsibilities to the best of my ability, upholding the values of St Richard's Catholic College at all times. I will always abide by all school rules and regulations, including uniform. Failure to do so may result in the loss of my Senior Prefect position.

Pupil Signature: \_\_\_\_\_

Pastoral Leader Signature: \_\_\_\_\_