



School Prefect Policy



A TRUE LEADER

A true leader accepts responsibility for his/her choices and the impact those choices have on others;

A true leader has the courage to stand up for his/her convictions even in the face of unpopularity;

A true leader shows compassion for others, not just in words, but in deeds and actions;

A true leader serves humanity for a greater purpose, not just for earthly rewards.

— Anne Davis

NADI SANGAM PRIMARY SCHOOL

School Prefect Policy

Introduction:

The following policy is proposed in response to the growing demand for an accountable leadership and problem solving learning opportunity for the student under our care.

Rationale:

Nadi Sangam Primary School provides many opportunities for students to develop leadership and representation skills and we entrust pupils with responsibilities commensurate with their strengths and abilities. Formal pupil leadership (a Prefect System) provides important benefits for both the pupil and the school. Prefects have the potential to influence the school environment and the behaviour of their fellow pupils by becoming advocates for positive change in the school community. It has been proven that when children actively participate in leadership in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. The benefits to the school and the pupils include:

1. Increased communication skills
2. Improved academic performance for students involved
3. Greater commitment to the school from the wider student body
4. Positive influences on the climate of the school
5. A strengthened school spirit
6. Increased co-operation from all pupils
7. A network of support for the pupil body

Relationship to School Ethos:

Nadi Sangam Primary school which aims at promoting the full and harmonious development of all aspects of our pupils: intellectual, physical, emotional, cultural, moral and spiritual including a living relationship with God and with other people. ***Nadi Sangam Primary School*** promotes a philosophy of life based on the beliefs of Sangam dignity and values. Nadi Sangam is committed to the full and rounded education of each child and the effective delivery of the Primary Curriculum. This includes fostering the child's capacity to question and enquiry critically about their world.

General Guidelines:

1. School Prefects will work to ensure that their moral and academic life shall always be a model for the student community to emulate
2. All Prefects will undergo a training seminar with their council teachers where their duties and responsibilities will be explained to them
3. The names of Prefects will be announced during the induction day of the new academic year, when new Prefects will receive their badges
4. Each Prefect shall have a document defining his/her area/s of responsibility
5. Should any Prefect tarnish the name of the school or fail to set an example to their peers their badge and duties will be suspended

In performing duties as School Prefect, each prefect will be expected to:

- Respect the rules and regulations of the school and observe the School Rules at all times
- Be dressed appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times
- Be punctual for duties and attend all Prefect meetings where possible
- Maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behaviour
- Be positive and enthusiastic , encouraging and motivating fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, your peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be willing to take on extra responsibilities
- Be able to work independently and complete tasks
- Prefects shall, in discharging their duty, act in kindness, assuming the role of senior brother/sister to the junior ones placed in their charge
- Prefects shall work together as a single body to promote cohesiveness and discipline in all their domains
- Prefects will work to ensure the smooth functioning of the school by helping to facilitate peace, order and discipline and strict respect of school rules without fear or favour
- Prefects will attend all school events and activities when required where possible, and will be expected to help, lead and serve
- Prefects shall not sublet their authority to their friends for convenience
- Prefects must be excellent ambassadors for the school, representing the school image positively
- Prefects will act as additional pairs of eyes at break times and lunchtimes and to report to staff serious misbehaviour
- Prefects will act as friends and buddies for those who need support
- Prefects will carry out tasks and jobs as may be directed from time to time by staff
- Prefects will work in groups or pairs, so there is always more than one witness and another with which to share judgments.

Selection Criteria:

1. Responsibility and Integrity
2. Maturity
3. Self Confidence and Initiative
4. Organisational Skills

PREFECT SELECTION PROCESS

Before considering the position as prefect, please consider the following behavioural qualities and standards expected of School Prefects. Prefect candidates must be able to highlight, through examples, how they have displayed and will be able to continue to display the following qualities and standards;

QUALITIES:

PREFECTS NEED TO BE ABLE TO DEMONSTRATE THAT THEY ARE ABLE TO;

- Take responsibility.
- Problem solve.
- Be organised.
- Effectively manage an activity or project.

- Encourage and motivate fellow-students.
- Think independently and make good decisions.
- Complete tasks without constant supervision.
- Work independently and as part of a team.
- Use strong communication skills.
- Communicate a clear vision for their chosen portfolio area.
- Be willing to take on extra responsibilities.
- Use their signature strengths in leadership roles

STANDARDS

REQUIREMENTS OF SCHOOL PREFECTS:

- Show respect for teachers and fellow-students.
- Be a co-operative, helpful and well-mannered student.
- Be properly dressed for all school activities and functions.
- Be punctual and committed to assigned duties and take responsibility for your actions.
- Be a good ambassador for the school.
- Maintain a good record of involvement and attendance at school and in school activities.
- Abide by the school rules and regulations.
- Maintain a good academic progress through a good APA.
- Attend and actively participate in all Prefect meetings.
- Attend all Prefect training activities.
- Fulfil all roster duties – gate, train, assemblies, travel, sporting, etc.
- Be willing to 'challenge' and report students who do not abide by the schools' rules of conduct and dress code.

Prefect General Requirements:

1. Academic Achievements

- Pupils who intend to put themselves forward for the role of school prefect must have exemplary records in terms of behaviour, aptitude and attendance. They must also be working to their full potential in terms of academic achievement and progress.

2. Personal skills and aptitudes

- Always be Self-confident: be assertive
- Prefects should have the ability to speak in public, to students and teachers
- Display team working skills and be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking

3. Accountability

- Prefects are ultimately responsible to the head teacher, AHT's and teachers
- On a day to day basis Prefects are responsible to the individual member of staff in their areas of responsibility

4. Responsibilities

- Prefects must adhere to School rules
- The main duty of Prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the school

- Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- Prefects academic and behavioural standards must be maintained
- Prefects will always work in the interest of the school
- Certain Prefects will be given set roles and responsibilities

5. Removal from post as prefect

- Prefects who fail to adhere to the Code of Behaviour and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefect status
- Prefects understand that they can be replaced if, in the judgement of the HT, AHT'S and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Pupils failing to address the area/s of concern will have their prefect status removed.

Selection Process:

Prefects will be chosen by the student council teachers, before the end of January, for their ability to meet the requirements of the job description expectations and general requirements listed above, the job description listed below and for their ability to provide sound and even-handed leadership to the whole school. Ultimately, the chosen prefects will help raise expectations and behaviour throughout the school day, including break times and lunch times.

Essential attributes are one or a combination of the following:

- A willingness to serve, to do jobs when asked, and to volunteer in key situations
- A sensible disposition and pleasant nature, allowing for good relationships with all members of the school family and community
- The ability to lead, to show initiative, to be level headed and honest in all situations
- To show caring and consideration of others around school
- Ability to communicate with all age groups throughout school

It is expected that Prefects will demonstrate, in their everyday lives, all the values that the school upholds.

Prefects will report to the AHT'S and class teachers.

Key: Prefect Expectations:

- To be a leader by example, within all aspects of school life
- To demonstrate independence, responsibility and reliability
- To monitor the welfare of other students whilst promoting high expectations
- To assist in the organisation of school break times and lunchtimes, as well as other activities and events

Key Responsibilities:

- To be a role model for other students, including punctuality, attendance and behaviour
- To wear the school uniform correctly and with pride
- To behave in an exemplary manner
- To demonstrate good work habits in all aspects of school life
- To be competent in self-management and have good personal organisation skills
- To be punctual and well-prepared for their responsibilities

- To be aware of the needs of fellow students and be aware of school expectations with behaviour
- To be aware of situations which may affect student welfare
- To take the initiative when staff are not immediately visible
- To be a good role model for others in the school by manner, dress, overall appearance and attitude to others
- To promote the correct values and standards of behaviours
- To help meet the needs of others by giving care and assistance to the pupils in the school
- To assist with some break routines
- To assist with the monitoring of the behaviour of children around school
- To act as additional pairs of eyes at break times and lunch times and to report to staff serious misbehaviour
- To act as friends and buddies for those who need support
- To carry out other tasks and jobs as may be directed from time to time by staff
- To carry out 'meet and greet' functions under staff guidance e.g. assisting other schools visiting on match days, artist for a day, assisting parents on induction day for new junior infants etc.

If the chosen prefects do not follow expectations and responsibilities then they are at risk of losing their role. Prefects understand that they can be replaced if, in the judgement of the HT, AHT'S and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and expectations and outline of duties and responsibilities. Pupils failing to address the area/s of concern will have their prefect status removed.

(Appendix 1)

[NADI SANGAM PRIMARY]

PREFECT SELF-NOMINATION FORM

Please answer the questions below:	Please write your answers below:
Name:	
Age:	
Year:	
Why do you wish to become a prefect in Nadi Sangam Primary School? (Use 100 words or less please. Please use and attach extra paper if necessary)	
What is it about you as a person that you think will make you a good prefect for Nadi Sangam Primary School? <i>(Use 100 words or less please. Please use and attach extra paper if necessary)</i>	
Is there any extra information that you would like to add to help your application to be elected as prefect in Nadi Sangam <i>(Use 100 words or less please. Please use and attach extra paper if necessary)</i>	
Thank you for filling in this self-nomination form.	

(Appendix 2)

[NADI SANGAM PRIMARY SCHOOL]

PREFECT CONTRACT

Prefects have to sign a ten-point contract in front of witnesses and this is then kept in the HT'S office. If any prefect reneges on the contract, their badge, will be taken away.

I accept my badge as a perfect for this year. I agree to carry out the following Duties and Responsibilities:

- *To maintain a high standard of behaviour and conduct and to wear my prefect's badge with pride*
- *To obey the school rules in their entirety and without question*
- *To help members of the teaching staff to perform their daily duties*
- *To take an active part in school affairs and lead others by example*
- *To take an active part in school functions, helping and organising whenever asked*
- *To represent the school at any public function whenever I am asked*
- *To help new pupils, especially new pupils during their introduction to the school*
- *To assist visitors to school at all times by being polite, friendly, and courteous*
- *To maintain a high standard of cleanliness and tidiness throughout the school.*

I, _____ [pupil enter your name here] have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

Pupil Prefect's signature: _____ Date: _____

Parent(s)/Guardian(s) signature: _____ Date: _____

Head Teacher's signature: _____ Date: _____