

Prefects Policy - *Junior School*



St John's College

PREFECTS POLICY - JUNIOR SCHOOL

This policy applies to the Junior School. **Version: September 2017**

This policy is reviewed annually by the Governing Body - The Board of Trustees, and was last reviewed in: **September 2017**

The Role

As part of our citizenship education, we believe that our pupils in St John's Junior School should experience duties and responsibilities that come with being a member of a community in order to help them prepare to play an active role as citizens.

We believe that prefects have a very important role to play in the day-to-day organisation of our School. Only R11 pupils are allowed to apply for this position, reflecting their relative maturity and influence. The position not only allows the R11 pupils to lead by example and demonstrate their responsibility, but it also enables the younger children to learn from a good example.

Expectations and Accountability

SJC Prefects are directly responsible to the Head of Juniors. They will also work under the guidance of School Staff, responsible for particular areas (Teachers, Teaching Assistants, etc.) Prefects are **not** directly responsible for pupil behaviour, safety or security.

Prefects are expected to:

- Respect and observe the Junior School rules at all times;
- Be punctual for duties, keep to plans, rotas and attend all Prefect meetings where possible;
- Be positive and enthusiastic, encouraging and motivating fellow pupils;
- Be cooperative, helpful, well-mannered, trustworthy, kind and responsible;
- Demonstrate good work habits in all aspects of school life;
- Be competent in self-management and have good personal organisational skills;
- Be respectful toward teachers, peers, and the school environment;
- Display qualities such as initiative, problem-solving skills and teamwork;
- Treat others fairly without showing preference to friends or siblings;
- Prefects must be excellent ambassadors for the School, representing the School image positively.

Failure to live up to these expectations may, after a warning and a chance to improve, result in the loss of prefect status.

Responsibilities

The Prefect team will share the following responsibilities, creating a rota where necessary, under the guidance of the Head of Juniors and other staff members:

- Be 'Playground Friends' e.g. support pupils who need someone to play with, or who need to go into the classroom for First Aid;
- Organize and distribute the playground equipment;
- Support pupils during a 'wet break';

- Support pupils in the Dining Room;
- Peer support for new pupils;
- Lead in pupils from the playground;
- Returning Lost Property;
- Working alongside Teachers to promote positive behaviour;
- Showing visitors around;
- Checking pupils are in the playground at break times;
- Helping with fund-raising e.g. selling poppies, helping with Harvest Festival etc.;
- Reading with younger children;
- Visiting the Infant and Nursery to foster links;
- Help set up for School Assemblies;
- Being present at parents' events;
- Help with Year group assemblies;
- To be a role model for other students, including punctuality, attendance, behaviour, appearance and attitude;
- To be aware of situations which may affect pupil welfare;
- To take the initiative when staff are not immediately visible;
- To carry out 'meet and greet' functions under staff guidance e.g. assisting parents on induction day for new juniors, visiting parents, Junior Concert, etc.;
- Support staff as required;
- Prefects will meet half-termly with the Head of Juniors for guidance, support and for an opportunity to share their experiences. They will minute the meeting.

Rewards

The role of a Prefect is seen as a privilege. It is a recognition of a pupil's standing within the school community. In addition, Prefects will be allowed an early Lunchtime Pass and will enjoy juice and cakes with Mrs Thompson, once a term.

Application Process

This year, pupils from R11 are invited to apply, using the St John's College Junior School Prefect Application form, below. Please note the deadline of **Wednesday, 20th September 2017**. Prospective Prefects should read the St John's College Junior School Prefect Policy before they complete their application form.

A further application will be considered in January 2018. In future years, applications will be considered towards the end of the Summer term of R10.

The Head of Juniors, and R11 teaching staff will consider the applicants based on their application forms and the teachers' expectations that the applicant can maintain the Prefect expectations and deliver the Prefect responsibilities.

The successful Prefects will be announced in an assembly, by the end of September. They will receive a badge and sign the Prefect contract, see below.

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

St John's College Junior School
Prefect Application Form

- To fill in this form you must be a pupil from R11
- You must read the "*St John's Junior Prefects*" policy with your parent(s)/ guardian(s)

The deadline for submitting this form to Mrs Thompson is:

Wednesday, 20th September 2017

No application forms will be accepted after this date.

	Please write your answers below:
Name:	
Age:	
Class:	
Why do you wish to become a prefect?	
What is it about you, as a person, that you think will	

<p>make you a good prefect?</p>	
<p>Is there a role where you feel the Prefects could be involved?</p>	

Thank you for completing the application form.

Mrs Thompson

Head of Juniors

St John's College Junior School
Prefect Contract

Congratulations!

Congratulations on been elected as a St John's Junior School Prefect.

- Being given the title and position of Prefect is an honour and a privilege and we hope that you will look back on your time as a Prefect with a sense of pride in future years, when you move on and out into the world.
- As a Prefect a weight of responsibility rests on your shoulders. Teachers will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other students measure themselves
- Younger pupils will look up to you and will follow your example and in this regard especially it is important that you set a good example and to be a good role model.
- You will need to treat all pupils equally and fairly and work to ensure that the pupils you represent are cared for and supported.
- At times the other children in the school will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel alone or left out and it is your responsibility to make these pupils feel welcome and included.
- In essence, being a Prefect is not about you it is about the pupils you support, and so the more you think of others and do for others the better you are at serving in your position as Prefect.

Mrs Thompson

Head of Juniors

St John's College Junior School
Prefect Contract

I accept my badge as a perfect for this 20____ - 20____

I agree to:

- Maintain a high standard of behaviour and conduct and to wear my prefect's badge with pride
- To carry out my responsibilities listed in the Prefect Policy
- To obey the school rules in their entirety
- 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 organizing whenever asked
- To carry out my responsibilities to the best of my abilities
- To help pupils feel safe, supported and valued in the school
- To assist visitors to school at all times by being polite, friendly, and courteous
- To work cohesively as a team to help promote a nurturing and enjoyable school environment for all

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.

Prefect: _____ Date: _____

Head of Juniors: _____ Date: _____