



From the heart

ST JOHN'S COLLEGE
Cardiff

Prefects Policy - *Senior School*

St John's College, Cardiff

PREFECTS POLICY - *SENIOR SCHOOL*

This policy applies to the following section/s of the School:

Sixth Form and Senior School.

Version: September 2025

The Role

As part of our citizenship education, we believe that our pupils in St John's Senior 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. R15, R16 & Sixth Form pupils are allowed to apply for this position, reflecting their maturity and influence.

Expectations and Accountability

SJC Prefects are directly responsible to the Headteacher. 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 co-operative, 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 towards 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.

Responsibilities

The Prefect team will share the following responsibilities, creating a rota where necessary, under the guidance of Heads of Year:

- Support pupils during a 'wet break';
- Support pupils in the Dining Room;
- Peer support for new pupils;
- 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 Nursery and Infants Department 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;
- Support staff as required;
- The Head and Deputy Head Boy/Girl will meet fortnightly with the Headteacher.

Application Process

Applications for Prefect positions, including Head and Deputy Boy/ Girl, take place during the Trinity Term of each year. Applicants are required to submit a letter of application. All applicants will receive an interview conducted by the Headteacher, Deputy/Assistant Head/s, and Heads of Sixth Form. Pupils from R15 and staff have the opportunity to vote via a Google Form.

The interview panel 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 the Trinity Term. R15 & R16 receive will Prefect badges.

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

Senior Prefects Structure

- Head Boy / Head Girl;
- Deputy Head Boy / Deputy Head Girl;
- 8 House Captains (boy and girl for each house);
- 1 Boy Sports Captain and 1 Girl Sports Capta
- in;
- All R15 pupils carry out Prefect duties across the full academic year.



St John's College Senior School
Prefect Contract

Congratulations!

- Congratulations on being selected as a Prefect in the Senior School at St John's College;
- Being given the title and position of Prefect is an honour and a privilege. 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 extra-curricular 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; in this regard especially, it is important that you set a good example and 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.

All the very best,

A handwritten signature in black ink, appearing to read 'Shaun Moody'.

Mr. Shaun Moody,
Headteacher.



St John's College Senior 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;
- ✓ Carry out my responsibilities listed in the Prefect Policy;
- ✓ Obey the School rules in their entirety;
- ✓ Help members of the teaching staff to perform their daily duties;
- ✓ Take an active part in School affairs and lead others by example;
- ✓ Take an active part in School functions, helping and organizing whenever asked;
- ✓ Carry out my responsibilities to the best of my abilities;
- ✓ Help pupils feel safe, supported and valued in the School;
- ✓ Assist visitors to School at all times by being polite, friendly, and courteous;
- ✓ 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: _____

Headteacher: _____

Date: _____