



85 Angell Road, Brixton, London, SW9 7HH T: 020 7274 4847 F: 020 7274 4971
E: admin@st-johns.lambeth.sch.uk W: www.st-johns.lambeth.sch.uk
Headteacher: Mr Martin Clark
Deputy Heads: Mr Patrick Williams & Mrs Diane Canaku

PREFECT SYSTEM POLICY

Rationale:

St John's Angell Town CE Primary School provides many opportunities for young people to develop leadership and representation skills and we entrust pupils with responsibilities commensurate with their strengths and abilities. Formal pupil leadership (School Council and 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.

In a recent pupil survey (2013), a small percentage of the pupils at St John's raised concerns about pupil behaviour in the playground, and queried how it could be further improved. On the back of this concern, the School Council (representing all pupils) together with the staff at St John's have decided that peer to peer behaviour management would provide a way forward, and that Prefects should be elected to address this area of concern.





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PREFECT POLICY

1. Selection Criteria

- 1.1 Responsibility and Integrity
- 1.2 Maturity
- 1.3 Self Confidence and initiative
- 1.4 Organizational Skills

2. Selection Process

- 2.1 During the second half of the summer term, the Head of Year 5 will invite children in year 5 to apply for the post of prefect for the next academic year.
- 2.2 A core of 12 will be selected, **according** to the selection criteria and Prefect Requirements.
- 2.3 No new Prefects will be added to the Prefect Body during the course of the academic year

3. Selection of Head Prefects

- 3.1 Two Head Prefects will be selected from the Prefect Body.
- 3.2 Selection of Head Prefects will be concluded after the completion of the training seminar.
- 3.3 Ratification and selection of the Head Prefects will be done by the Head of Year 6, the Head teacher, the Incumbent and a member of the school governing body. .

4. General Guidelines

- 4.1 School Prefects will work to ensure that their moral and academic life shall always be a model for the student community to emulate
- 4.2 All Prefects will undergo a training seminar where their duties and responsibilities will be explained to them.
- 4.3. The names of Prefects will be announced at assembly during the second week of the new academic year, when new Prefects will receive their badges and blazer scrolls
- 4.4 Each Prefect shall have a document defining his/her area/s of responsibility Prefects will receive their duties on Monday mornings. Failure to perform duties will result in disciplinary action.
- 4.5 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.





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St John's Angell Prefect Code of Conduct

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 and the 6 Pillars of Character at all times.
- Be dressed appropriately at all times. Prefects shall wear their badge and blazers 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 without supervision
- 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, coordinated by the Head Prefects
- 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 must give students appearing to have broken rules or regulations, an opportunity for a fair hearing.
- Prefects will attend all school events and activities 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.





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School Prefect Job Descriptions

<i>Post</i>	<i>Duties Include</i>
Head Prefects	<p><i>Convene fortnightly Prefect meetings, sending out an agenda to all Prefect and SMT, to discuss issues relevant to the student body, ensuring that minutes are forwarded to SMT after the meeting</i></p> <p><i>Maintain collaboration amongst Prefect s and coordinate Prefect activities</i></p> <p><i>Provide link between Prefect body and school staff</i></p> <p><i>Represent the student body</i></p>
Deputy Head Prefect	<p><i>Assist Head Prefect in performing his/her duties</i></p> <p><i>Help maintain collaboration amongst Prefects and help coordinate Prefect activities</i></p> <p><i>Help provide link between Prefect body and administration</i></p> <p><i>Represent the student body</i></p>
Academic Prefect	<p><i>Work with the class teachers and teaching assistants to support the students in developing a responsible work ethic</i></p> <p><i>Act as peer tutor to students in need of help</i></p>
Pastoral Care Prefect	<i>Help to coordinate the Pastoral Care Support Programme for Peer Mediators, Play Leader and the Sports Council</i>
School Council Prefect	<i>To attend the Student Council meetings and help coordinate student social events</i>
Dinner Hall Prefect	<p><i>Help Teachers and Teaching Assistants at lunch time in the dinner hall</i></p> <p><i>Help ensure cleanliness of dining room</i></p>
Art Area Prefect	<p><i>To ensure children do not play in the art area and toilets at play and lunch time</i></p> <p><i>To ensure that adults and children do not use the art area doors as an exit or entry point at the end of the day.</i></p>
Play ground prefect	<i>To ensure that the children in the playground are safe and have someone to play with at all times.</i>
All prefects	<i>To be assigned to a Primary Class and will assist the class in events and activities during the course of the academic year</i>





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Prefect Requirements

1. Academic Achievements

- Academic achievement and progress must always be good.
- Behaviour records must be exemplary, including absence or attendance record

2. Personal skills and aptitudes

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

3. Accountability

- Prefects are ultimately responsible to the Governors, Head Teacher, Deputy Heads, Teachers and Teaching Assistants.
- 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 and the 6 Pillars of Character at all times.
- 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
- All discipline notes from Prefects must be reported to the Head of the Prefects
- Certain Prefects will be given set roles and responsibilities:

5. Removal from post as prefect

- Prefects who fail to adhere to Prefect Code of Conduct and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefect status.
- Students failing to address the area/s of concern will have their prefect status removed.





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Congratulations!

Congratulations on been elected as a School Prefect.

- Being given the title and position of School Prefect is an honour and a privilege and we hope that you will look back on time as School Prefect with a sense of pride in future years, when you move on and out into the world.
- As a School 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
- The students 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 students equally and fairly and work to ensure that the students 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 students feel welcome and included.
- In essence, being a School Prefect is not about you it is about the students you represent, and so the more you think of others and do for others the better you a serving in your position as Prefect.
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- The role of a Prefect falls into four main categories:
 - a. Maintaining discipline
 - b. Helping staff
 - c. Supporting younger pupils
 - d. Organising events





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Prefect Self-evaluation Questionnaire (to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as Prefect this year?

Is there anything you found difficult or did not enjoy?

Please rate your leadership and communication skills:

Circle showing your rating – 5 being the strongest

1 2 3 4 5

I rate my leadership skills as

1 2 3 4 5

I rate my communication skills as

1 2 3 4 5





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Did being a prefect help you to improve or develop in any way?

Are there any areas in which you feel the role of Prefect can be improved next year?





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PREFECT CONTRACT

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

I accept my badge as a prefect 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 according to a planned roster.
- 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 I am 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, _____ have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

_____ Date

Prefect

_____ Date

Head Teacher of the School

