

Prefects

Prefects are appointed by the Head after full consultation. Their position is a privilege and they need to be role models. House Prefects are appointed by Housemasters/mistresses, but their responsibilities are confined to their own House. The roles available to School Prefects are as members of the Quartet, Heads of Houses or as Chairs of the Sixth Form Committees.

Visibility and Approachability

A high standard of dress from all Prefects is required; they act as role models for the community. They should seek to show politeness and courtesy. They should act as a filter between the Common Room and the pupil body, and, as such, be easily approachable. They should challenge those who are inappropriately dressed, or who behave inappropriately. They need a high profile and the support of all the Common Room. Prefects will frequently be on duty at lunchtime, and at other School functions. The Common Room should encourage the Prefects to feel that they are doing a worthwhile and valued job.

Sanctions and Praise

Prefects must apply sanctions equally, giving a sense of fairness. Use of judgement and respect for the individual is important. They can issue a Non-Satis by emailing the Head of Sixth Form and asking them to register it on ISAMs. In the same way, they should make use of positive encouragement for good behaviour. The formal use of an email to tutors and Housemaster/mistress or Head of Year can help, but all encouragement of any example of positive behaviour is beneficial.

The Appointment Process

The appointment process of Prefects is a positive reflection of the views of the School community; those who are appointed must be seen to be so on merit rather than partiality. The system of appointment consists of an application form, supporting statement and interview with the Head of Sixth Form or a member of the Senior Leadership Team. In addition votes are collected from three electoral bodies: the year group from whom the Prefects will be drawn; the current Prefects in the year above; members of Common Room. The votes serve as information only. The selection committee is chaired by the Head of Sixth Form and comprises Housemasters/mistresses, Deputy Head Academic, Assistant Head Pastoral, Head of Sixth Form and Head.

The total number of votes for each person applying for Prefect is counted by the Head of Sixth Form who presents to the selection committee the votes cast for each name. The selection body discusses the data presented and selects the final list for appointment. In all cases the final decision lies with the Head, since Prefects are her appointments.

Prefects' Code of conduct

The school prefects have devised for themselves the following code of conduct:

- Be approachable role models for the rest of the school
- Encourage greater integration between year groups, e.g. through activities
- Make time for the concerns and problems of individual pupils and personal relationships in order not to be too distant from the school
- Effectively liaise with staff in order to succeed in leadership areas
- Act with assertiveness and confidence in all roles as a Prefect
- Do not be afraid to ask for help if out of your depth
- Work together effectively as a team, supporting each other in our roles
- Consult and include all members of the prefect team in decision making processes
- Ensure that tasks and the workload are evenly distributed among the prefect team
- Remember that being a Prefect is a responsibility and not a reward, and as a consequence approach the role seriously and with appropriate humility