

## PREFECT SYSTEM POLICY

### Principles and Purpose

- To formally acknowledge the senior status of Year 11 pupils.
- To entrust such pupils with responsibilities commensurate with their strengths and abilities.
- To provide a network of support which covers all aspects of school life.

### Broad Guidelines

- It is expected that a high proportion of Year 11 pupils will be given Prefect responsibility in the course of their final year.
- Prefects are expected to have the trust and respect of both pupils and teachers.
- Clear criteria will be applied in deciding which pupils are deserving of Prefect status. Prefects will only be selected following a period of whole staff consultation.
- Prefects will be able to choose their area of responsibility.
- Prefects will be accountable.
- Prefects are expected to have the trust and respect of both pupils and teachers. Clear criteria will be applied in deciding which pupils are deserving of Prefect status. Prefects will only be selected following a period of whole staff consultation.
- Prefects will receive active guidance and support throughout the course of the year.
- Prefects will receive privileges and formal recognition in return for discharging their duties responsibly.

### Implementation

- All staff are responsible for contributing to the selection process.
- Clear criteria must be applied in determining those pupils unworthy of Prefect status.
- Form Tutors are responsible for monitoring the progress of Prefects and non-Prefects throughout the course of the year and making recommendations to the Head of Year.
- The Head of Year is responsible for the selection and deselection of Prefects.
- The Head of Year is responsible for the allocation of duties/responsibilities.
- Staff who undertake to supervise a Prefect/group of Prefects are responsible for their direct support and guidance.
- All staff should feed back comments and concerns to the Head of Year throughout the course of the year.
- The Head of Year is responsible for the overall management and co-ordination of the Prefect system.

### Operational Guidelines

- Form Tutors to be asked to make initial recommendations during Summer Term (Year 10).
- Remainder of teaching staff involved in further consultation.
- The Head of Year will consider staff comments and issue a list of Prefects for staff approval.
- All Year Group to be informed of selection process and criteria used.
- Any pupil not selected must be given justification and targets.
- First tranche of Prefects to be in place towards the end of the Summer Term (Year 10).
- Selection at a later date for other pupils remains a distinct possibility subject to them meeting the criteria.
- Prefects given a list of duties for which they can apply. Application to be made in writing.
- Appointments to be made by the Head of Year, in consultation with appropriate teaching/non-teaching staff.
- Prefects to take up privileges as soon as possible.
- Contracts/Prefect agreements to be issued to Prefects for inclusion in their ROA.