

Prefects' Policy

Queen's College, Taunton

August 2017 V2.ii

Contents

Clause

1	Policy statement	3
2	Prefect Selection – School Prefects	3
3	Prefect Selection – Boarding House	4
4	House Prefects Role Description	9

Appendix

Appendix 1	Prefect Duties	5
Appendix 2	Boarding House Prefects Duties	7
Appendix 3	House Prefects - Role Description	9
Appendix 4	You Are On Duty Form	10

1 Policy statement

Prefects perform 2 very important roles:

- Pragmatic: They facilitate the running of the School.
- Role Modelling: They provide positive role models for younger pupils and support the ethos of the School.

Prefects are in place in the School and in Houses to ensure smooth running of procedures and to act as positive role models. They do not have disciplinary powers but are able to report unsatisfactory behaviour and breaches of discipline to House staff and to the Deputy Head who will decide on appropriate sanctions.

They will, through their actions, influence the perceptions and views of the younger pupils coming up through the School but also may have significant effects on their wellbeing.

It would be irresponsible to place pupils in prefect responsibilities unless they can adequately fulfil these two roles. This is the bottom line. Pupils should not be made prefects unless they can be trusted in 2 significant ways:

- Motivation – Do they care about the outcomes of their actions to the individual and the School as a whole? Do they have a sense of duty? This needs to be assessed subjectively.
- Knowledgeable – Do they know the rules of the School and the expectations of behaviour in different situations? Do they know the limitations of their authority and the repercussions of their actions? All of this is teachable and testable.

In addition a good prefect should show the following characteristics:

- Empathy
- Fairness
- Assertiveness
- Above all, Kindness

These can be developed by induction and reflection in the role and represent important educational aims for the prefect in terms of leadership. Different individuals will have different leadership styles and discovering this is part of their learning experience.

2 Prefect Selection – School Prefects

2.1 Application by letter to Head of 6th Form.

2.2 Provision of supporting information from 6th form tutors

Election by: Staff

Year 12 pupils

Year 13 School Prefects

Each voter selects 4 girls, 4 boys and 4 'others'.

2.3 Election results are scrutinised by the Head Teacher, Deputy Head, Head of 6th Form and Head of Year 13.

2.4 12 Prefects are selected (4 girls, 4 boys and 4 others (mixed Genders))

Interviews with Head Teacher for candidates for the position of Head Boy and Head Girl will then take place.

3 **Prefect Selection – House Prefects'**

Pupils who have been in the House in the previous year are given the opportunity to apply to be a prefect. An Interview will follow.

Those that are successful are given the opportunity to go through an induction process and have a trial period in the job. At the end of the trial period the situation is reviewed and either staff or the pupil can decide whether to continue as prefects or switch roles in the House. This can be reviewed throughout the year.

Pupils coming into the House new in year 11 or 12 need to have time to get to know the rules and routines of the House. They need to experience the duties that are done to make the House work. They need time to develop an affinity and sense of belonging to the House. They need to care about how well they do the job. This also gives time to assess the pupils regarding their suitability as prefects. This will probably take the first 1 or 2 terms in the House. In the summer term all 'new' year 11 and 12 pupils will have an induction into being a prefect and gradually take over the duties with the other prefects.

In Boarding Houses Year 11 will do weekend duties if they have been in the House in year 9 or 10 and in that way become used to the prefect role.

Effective date of the policy	31 st August 2017
Responsible Member	Andrew Free – Deputy Head

Authorised by	Board of Governors
Signed	Mark Edwards, Chair of Governors
Date	31 st August 2017

Appendix 1 Prefect Duties

School Prefect Duties

08.20 Meet MOD and 1B (this must happen every day) in main corridor

If MOD card is not posted, or if MOD does not appear, knock on the Common Room door and ask for MOD or find ASF

08.35 Supervise houses into assembly and keep order when houses are being seated

Ensure that there is silence when organ begins to play

11.00 Ensure order in main corridor and that Common Room access is clear

NB quiet on Monday break; no-one to knock on door

Check for any absentees from ASP duties and lunch clearing team

12.45 Make sure you are in place in the corridor by 12.45 pm at the latest

Supervise lunch queue in main corridor until all have been served

Ensure clear access from main entrance to corridor

Sixth Form join queue before 12.45pm or after priorities

No early lunches without written note from member of staff

17:30 Meet MoD at the LRC to arrange supervision of private study and Tea Queue

17:45 Ensure that Cotlake go into tea before any other boarders and that the DH door is closed after they have entered

18:00 Tea; Dining Hall supervision.

Be present at the start of and throughout tea.

Sixth form boarders should not enter before Cotlake.

18:15 Send day pupils who have requested tea from LRC to DH for tea

Year 11 and below join at 6.15pm..

Year 7-11 Day pupils should have a token from the school office (if not then add to list in the office.

Supervise queue in the corridor.

1B

08.20 Meet MOD and 1A (this must happen every day) in main corridor

08.35 Supervise houses into assembly and keep order when houses are being seated

Ensure silence when organ begins to play

11.05 Patrol terrace, Sports Hall and Café area

Report for duty to the Café and let the Café staff know that you are present and on duty to help them

Ensure that the queue is orderly and that there is no queue jumping

Ensure that seats are taken only by those who have ordered or have bought food from the café bar

Ensure that pupils are polite and orderly and that behaviour in the vicinity of the café is appropriate and definitely not offensive/unruly

12.45 Support/cover for ASP 1 initially at foot of Belfry Stairs

Report for duty to the Café and let the Café staff know that you are present and on duty to help them. Assistant School Prefect Duties (ASP)

12.45 Immediately, and not after having lunch (unless free) supervise lunch queue at bottom of Belfry Stairs (or outside PAC when wet or cold)

Know the order of priority for the day

Only two year groups to line up at any one time

Appendix 2 Boarding House Prefects Duties

Years 12 and 13 are on duty during the weekdays (Monday to Friday). On Saturdays, year 11 will cover Saturdays and Sundays

7.00	Wake Year 9 then 10 then 11
7.40	Check Year 9-11 have been or are in breakfast
8.00	Check laundry bins done and newspapers are up
8.05	Inspect Year 9-10 dorms
8.15	Registration
17.30 - 18.15	Supervise 1st Prep
19:00 - 19.45	Supervise 2nd Prep and check bins duty is done.
21:30onwards	Lights out + check for quiet thereafter
22.15	Check games room, junior common room and kitchen. Turn off computers, turn lights off in prep and games room and junior common room. Report to MOD

Saturdays

8.40am	Wake all years 9-11
9.40am	Roll Call
19.00	Roll Call. Bins duty to be done straight after 'call back'
22.00	Lights out for years 9 and 10. Report to MOD check games room, junior common room and kitchen. Turn off computers, turn lights off in prep and games room and junior common room. Report to MOD

Sundays

11.20	Roll Call
19:00	Roll call and then check the bins are done straight after roll call and prep room, games room and jcr are cleaned.

Year 12 and 13 prefects should supervise Sunday tidy up to be completed before 20:00. Rooms may need to be hoovered and the corridor outside the room if necessary.

Boarding Prefects' Duties - Supplementary Notes

1. There are two of you on duty all day. Organise the duties with the HOH or an assistant HOH but you must both be a presence in the House particularly in the mornings and at Prep times and bed times.
2. Ensure that you check dorms and duties thoroughly at 8.00am and before bedtime and perhaps lend a hand at times – be active
3. Ensure that Prep starts on time and does not end early (do not leave early to go to tea!) – chase absentees and latecomers
4. Insist on quiet in Prep and do not allow boys to come and go or wander around. Sit behind the desk with some work to do – set an example (no telephone calls if prep is finished they must read quietly, not allowed to use the computer for anything other than work: no emails, Facebook, no computer games
5. At the end of the day check that the junior common room, games room and prep room are tidy and clean and that the television, computers and lights are turned off. At the end of a duty always report to the MOD to tell them that the duties and lights out are completed.
6. Discipline:
 - a) Sanctions

When a sanction is given it is recorded in the prefect fatigue book in the House office. The incident and the punishment is discussed with the MOD before being given and recorded

 - Use the house 'fatigue' and loss of privilege system.
 - b) Punctuality; to be encouraged at all times – especially House Meetings etc.
 - c) Serious breaches; please report to MOD immediately
 - d) Be firm but fair. Be polite - be a good role model and do not abuse your power!
 - e) Prefects supervising evening duty should check lights out but should not go into the room after lights out unless they hear a significant noise in the room. Prefects are not allowed to confiscate expensive items of personal property such as mobile phones or laptops from pupils. However, they should report misuse of personal possessions such as mobile phone to a member of staff.
7. All Prefects should be present for Sunday tidy up and should ensure that the areas that they are responsible for are tidy and clean.
8. If you cannot do a duty you must talk to the HOH or an assistant HOH or swap the duty yourself.
9. Report to the MOD that the duties are complete.

Appendix 3 House Prefects - Role Description

- To support House events
- To support & welcome younger and new starters of the house
- To support in the smooth running of the house routines
- To be actively involved in the house Duty rota
- Adhere to school rules and show leadership by example
- Report any concerns to duty member of staff

Appendix 4 You Are On Duty Form

YOU ARE ON DUTY

<u>DATE:</u>			<u>MoD:</u>
Duty No.	Duty Prefect	Duties	MoD tick if done and comment
1A		Meet MoD and 1B	
		Assembly	
		Break - Main Corridor	
		Lunch Entrance	
1B		Meet MoD and 1A	
		Assembly	
		Break and Lunch - Patrol Café Area	
		Lunch - Initially help ASP1	
		List for next day	
ASP		Lunch Queue - Belfry Stairs	
<u>MoD Report:</u>			