



ST JAMES

Senior Boys' School

Prefect Policy

Aims of the policy

The aims of this policy are to inform members of staff and pupils of the role of the prefect team.

Principles and Overview

Prefects are afforded responsibility for certain aspects of school life at St James. This is intended to ensure the personal development happiness, success, safety and welfare of each prefect and to foster good relations between pupils and the wider school community. This policy also ensures that older students do not encroach on the rights of the younger students regarding their wellbeing.

Application and Appointment

Application for a position on the perfecting team begins in January of Year 12. All Sixth Form are eligible to apply but may be rejected on the basis of poor behavioural or attendance records. Candidates submit a written application to the Head of Sixth Form. Applications must be received before a deadline set by the Head of Sixth form. Those applications received afterwards are deemed ineligible.

Following receipt of applications, the Head of Sixth Form and Deputy Head of Sixth form will short list candidates based upon their experience, commitment to school life and the school's ethos.

Those shortlisted candidates applying for the roles of Head Boy or either Assistant Head Boy will be interviewed. Other candidates may also be called for interview at the discretion of the Head of Sixth Form. The interview panel will consist of the Head of Sixth Form and Deputy Head of Sixth Form, or another senior member of staff should they be unavailable.

The interview panel will select which candidates are most suitable for a final interview with the Headmaster. The Headmaster is responsible for the appointment of Head Prefect.

All other prefect roles are determined by the Head of Sixth Form.

Management Structure

The line of management for the care and development of the prefect team is as follows:

Head of Sixth Form with the support of the Deputy Head of Sixth Form

Assistant Headmaster - Pastoral

Headmaster

The day to day running of the prefect team falls to the Head of Sixth Form with any other responsibilities as outlined by the Headmaster.

Prefect Responsibilities

All Sixth Form are expected to contribute to the life of the school. This includes but is not limited to attending training sessions, attending a weekly prefects' meeting and representing the school at events such as Open days. Moreover, each prefect has additional responsibilities outlined below, and any other duties as deemed reasonable by the Head of Sixth Form.

Head Prefect: oversees the prefect team; to speak at whole school events; to represent the school at formal/public occasions.

Assistant Head Boy (pastoral): to attend all "buddy sessions" (see appendices); to liaise with the Head of Lower School to organise buddy sessions and events; to liaise with the Head of Sixth Form and well-being prefect on issues affecting the 6th Form Cohort.

Assistant Head Boy (academic): to foster an academic culture in both the Sixth Form and other year groups; to deliver student-led assemblies to exam cohorts on topics such as revision strategies and modes of study

Prefect with special responsibility for well-being: to promote strategies for well-being, including mental health awareness within the school; to liaise with the school council.

Prefect with special responsibility for transition stages: to advise students on how to manage significant changes in their school career, such as between Year 6 and 7 or between GCSE and A level; to be present at Year 7 induction day and the Year 10 6th Form curriculum taster day.

Prefect with special responsibility for charity: responsibility for the raising of monies for charity and organisation of all related events.

Prefect with special responsibility for public relations: to contribute to the school newsletter on a regular basis and where appropriate the podcast; to foster a positive perception of the school.

Prefect with special responsibility for sport and facilities: responsible for duty rosters in the common room and to foster good relations between Year 12 and 13 cohorts; to assist the P.E. department at events such as the lower school football tournament.

Heads of House (Wellington, Churchill, Nelson, Marlborough): to represent their house at school events and to foster good relations between the members of their respective houses.

Additionally, all prefects with special responsibility are attached to a year group between 7 and 11. These prefects serve as figureheads for their respective year groups and role models. Additional duties here include being present in special year group assemblies and events and to liaise with Heads of Year. Sixth form assemblies and activities take precedence and the presence of a prefect to attend another year group's assembly or event must be made to the Head of Sixth Form.

Appendix 1- Duty of Care by All Sixth Form

All Sixth Form students must attend a child protection training session to be delivered by the DSL at the start of the academic year.

The majority of Year 12 and 13 students will take on an additional responsibility such as academic mentoring or buddying, regardless of being a prefect or not. Said students should not be left in a position where they would be unsupervised with younger students. All students must know the process to follow should a disclosure be made to them.

Appendix 2- Prefects' Code

1. To serve the school.
2. To assist the staff in ensuring that the school rules are obeyed.
3. To encourage boys to behave in a safe and considerate manner.
4. To set an example to younger boys by behaving in a responsible way both on and off the premises.
5. To help foster trust and respect throughout the school community.

Prefects are appointed by recommendation and invitation. All sixth formers are given the opportunity to apply. Those selected may choose not to accept the role. Having accepted it they are deemed to have agreed to adhere to this Code. Prefects who do not perform their responsibilities adequately may be dismissed, at the discretion of the headmaster. Prefects are expected to be of good character and to serve as role models both during the school day and out of hours.

The role helps to develop leadership skills and the qualities of personal responsibility, care and service. A Prefect is a point of reference for younger boys and he is ready to help them by resolving disputes, calming situations down, listening and taking appropriate action. A Prefect deals with breaches of the school rules and any disruptive, unruly or dangerous behaviour. This may mean addressing the problem and taking appropriate action at the time or reporting it to a member of staff. Sanctions may be issued as agreed with the Head of Sixth Form or Deputy Head and Prefects may report boys when they believe action by staff is necessary.

RESPONSIBILITIES OF ALL PREFECTS:

a) To lead:

1. By example. To be smart, reliable and calm in all situations.
2. By observation. To be in the right place at the right time and to be alert and aware.
3. By taking responsibility. To be decisive but not confrontational.

b) To work in a team:

1. To attend to duty rota responsibilities without fail.
2. To attend meetings with the Deputy Head or Head of Sixth Form as required.
3. To report any concerns to the Head Prefect, his Deputies, the Deputy Head, Head of Sixth Form or any other member of staff.

DUTIES:

These will be set out in the Duty Rota drawn up by the Head Prefect and the Assistant Head Boys. They will include assisting staff to supervise various areas in and around the school; Attending training days; other duties that the Headmaster, Mr. Lempriere & Mr. Beezadhur see fit to add.

Policy Written by	Nic Lempriere, Head of Sixth Form
Reviewed by	Headmaster and SMT
Approved by	Headmaster
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