

# School Prefect Policy

**COLÁISTE ABBÁIN**





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## **School Prefect Policy**

### **Introduction:**

The following policy is proposed in response to the growing demand for an accountable leadership and problem solving learning opportunity for the young people under our care.

### **Rationale:**

Coláiste Abbáin 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 (a Prefect System, Head Boy/Head Girl) 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

### **Mission Statement**

*Coláiste Abbáin endeavours to provide quality education for all students in a caring, disciplined and respectful environment. We aim to prepare students for life and responsible citizenship and motivate them towards the achievement of their full potential*

### **General Guidelines:**

1. School Prefects will work to ensure that their moral and academic life shall always be a model for the student community to emulate.
2. All Prefects will undergo a training seminar with the Deputy Principal where their duties and responsibilities will be explained to them.
3. The names of Prefects will be announced at the first assembly of the new academic year, when new Prefects will receive their badges.
4. Each Prefect shall have a document defining his/her responsibilities.
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.

### **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 at all times.
- Be dressed appropriately at all times. Prefects shall wear their badge 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.
- Prefects shall, in discharging their duty, act in kindness.
- Prefects shall work together as a single body to promote cohesiveness and discipline in all their domains.
- 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 will attend all school events and activities when required where possible, and will be expected to help.
- Prefects shall not sublet their authority to their friends for convenience.
- Prefects must be excellent ambassadors for the school, representing the school image positively.
- Prefects will act as additional pairs of eyes at break times and lunchtimes and to report to staff serious misbehaviour.
- Prefects will act as friends for those who need support.
- Prefects will carry out tasks and jobs as may be directed from time to time by staff.
- Prefects will work in groups or pairs, so there is always more than one witness and another with which to share judgments.

### **Selection Criteria:**

1. Responsibility and Integrity
2. Maturity
3. Self Confidence and Initiative
4. Organisational Skills

## **Prefect General Requirements:**

### **1. Academic Achievements**

- Students proposed for the role of school prefect must have exemplary records in terms of behaviour and attendance. They must also be working to their full potential in terms of academic achievement and progress.

### **2. Personal skills and aptitudes**

- Always be Self-confident: be assertive
- Display team working skills and be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking

### **3. Accountability**

- Prefects are ultimately responsible to the principal, deputy principal and teachers
- 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
- 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
- Certain Prefects will be given set roles and responsibilities

### **5. Removal from post as prefect**

- Prefects who fail to adhere to the Code of Behaviour and to maintain the role and responsibilities of Prefect will be given a notice of intention to remove their prefect status
- Prefects understand that they can be replaced if, in the judgement of the principal, deputy principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Pupils failing to address the area/s of concern will have their prefect status removed.

## **Selection Process:**

In May of each academic year the teachers will be asked to nominate suitable students for the role of prefects in the school. Prefects and Head Boy/ Head Girl will be chosen by the principal and Deputy Principal, before the end of May, for their ability to meet the requirements of the job description, expectations and general requirements listed above. Ultimately, the chosen prefects will help raise expectations and behaviour throughout the school day, including break times and lunch times.

## **Essential attributes are one or a combination of the following:**

- A willingness to do jobs when asked, and to volunteer in key situations
- A sensible disposition and pleasant nature, allowing for good relationships with all members of the school and community
- The ability to lead, to show initiative, to be level headed and honest in all situations

- To show caring and consideration of others around school
- Ability to communicate with all age groups throughout school

Prefects may only be nominated and proposed from 5<sup>TH</sup> year only (taking up the position in 6<sup>th</sup> year). Proposed prefects must sign and enter into a 'Prefect Contract' with the school (**Appendix 1**) Once proposed prefects and their parent(s)/guardian(s) sign the contract they are deemed to be elected as School Prefects and will receive their badges, ties and Prefect Scrolls (**Appendix 2**) at the first assembly of the school new year.

It is expected that Prefects will demonstrate, in their everyday lives, all the values that the school upholds.

Prefects will report to the Principal and Deputy Principal.

**Key: Prefect Expectations:**

- To be a leader by example, within all aspects of school life
- To demonstrate independence, responsibility and reliability
- To monitor the welfare of other students whilst promoting high expectations
- To assist in the organisation of school break times and lunchtimes, as well as other activities and events

**Key Responsibilities:**

- To be a role model for other students, including punctuality, attendance and behaviour
- To wear the school uniform correctly and with pride
- To behave in an exemplary manner
- To demonstrate good work habits in all aspects of school life
- To be competent in self-management and have good personal organisation skills
- To be punctual and well-prepared for their responsibilities
- To be aware of the needs of fellow students and be aware of school expectations with behaviour
- To be aware of situations which may affect student welfare
- To take the initiative when staff are not immediately visible
- To be a good role model for others in the school by manner, dress, overall appearance and attitude to others
- To promote the correct values and standards of behaviours
- To help meet the needs of others by giving care and assistance to the pupils in the school
- To assist with some break routines
- To assist with the monitoring of the behaviour of children around school
- To act as additional pairs of eyes at break times and lunch times and to report to staff serious misbehaviour
- To act as friends and buddies for those who need support
- To carry out other tasks and jobs as may be directed from time to time by staff
- To carry out 'meet and greet' functions under staff guidance e.g. assisting other schools visiting on match days.

If the chosen prefects do not follow expectations and responsibilities then they are at risk of losing their role. Prefects understand that they can be replaced if, in the judgement of the principal, deputy principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and expectations and outline of duties and responsibilities. Pupils failing to address the area/s of concern will have their prefect status removed.

## Appendix 1

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## Coláiste Abbáin

### PREFECT CONTRACT

Prefects have to sign a contract in front of witnesses and this is then kept in the Deputy Principal'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*
- *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 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, \_\_\_\_\_ [*pupil enter your name here*] have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

Pupil Prefect's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Deputy Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2

### PREFECT SCROLL



### Coláiste Abbáin

- *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 are serving in your position as Prefect*
- *The role of a Prefect falls into four main categories:*
  - a) Giving pupils a voice*
  - b) Maintaining discipline*
  - c) Helping staff*
  - d) Supporting younger pupils*
  - e) Organising events*

### **Ratification of School Prefect Policy**

This policy was adopted by the Board of Management on 9<sup>th</sup> May 2018

