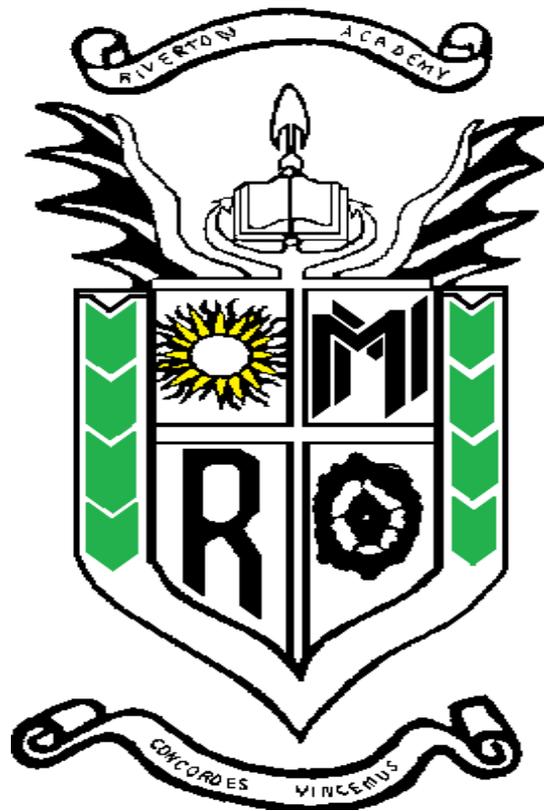


RIVERTON ACADEMY PREFECTS

HANDBOOK

2017



CONCORDES

VINCEMUS

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Congratulations!

If you are reading this handbook it is because you have been selected to be a School Prefect. Being given the title and position of School Prefect is an honour and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on from Riverton academy to college, university and beyond.

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. You will play a crucial role in ensuring that the ethos of the school carries across to all areas of school life. The students will look up to you and will follow your example therefore it is imperative that you set a good example. Your actions, and the way you conduct yourself, are especially important and will have a big impact on life at Riverton Academy. 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 they 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 aspects of school life.

In essence, being a School Prefect is not about you it is about the students you represent.

In performing your duties as School Prefect, you will be expected to:

- Observe the school rules at all times
- Be dressed appropriately at all times
- Maintain an excellent behaviour, attendance and punctuality record
- Be punctual for your duties
- Be positive and enthusiastic
- Be able to encourage and motivate 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 responsibility

- Be able to work independently and complete tasks without supervision
- Maintain a good academic record
- Be a good ambassador for the school

Requirements

Qualifications and experience

- Academic record should be on or above target
- Behavioural record must be exemplary, including attendance and punctuality

Personal skills and aptitudes

- Self-confident: be bold and assertive
- Ability to speak in public, to students and adults
- Team working skills
- Be organised and resourceful
- Be polite, honest, reliable, punctual and hardworking

Roles and Responsibilities

Prefects play a vital part in the running of Riverton Academy; assisting and supporting both staff and pupils.

The role of a Prefect falls into four main categories:

1. **Maintaining discipline**
2. **Helping staff**
3. **Supporting younger pupils**
4. **Organising events**

You may be a Prefect for one particular area in the school, but you may also be required to cover other areas. It is important you, and the whole school community, are very clear about your role and responsibilities:

- To act as a role model for students and promote the ethos of the school
- To maintain an atmosphere of friendly cooperation, discipline and unity in the school
- To wear the correct uniform at all times
- To adhere to school rules and regulations at all times
- To help ensure school rules are adhered to by pupils
- Academic and behavioural standards must be maintained
- To report any issues to the Head Boy
- To attend all meetings as required
- To 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.
- To be an approachable Prefect to whom students can come to for assistance or support

- To serve as counsellors for younger students
- To always work in the interest of the school
- To help organise school events
- To attend school events when required
- Perform Lunch and Break duties (more detail given below)
- Certain Prefects may be given specific roles and responsibilities.

Inspection ,Breakfast ,Lunch , supper , lights out and Break Duties

All prefects are required to perform duties either at break time or at lunchtime. It is important that you know where and when you are on duty. It is vital that you always turn up for your duties on time, that you execute your duty to the best of your ability and that you do not leave until the end of your duty time. During your duty you are not allowed to engage in noise, unnecessary talk or eat. Arrangements will be made to allow you to have your dinner. It is also essential that you only stand with the other prefects on duty in that area and not with your 'friendship group'. If you fail to turn up to your duty you are letting yourself and fellow prefects down and weakening the Prefect system. Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect. If you know in advance that you are unable to do your duty, it is your responsibility to ensure that the duty is undertaken by arranging a swap with another prefect.

What are you expected to do while on duty?

- Observe the school rules at all times
- Be dressed appropriately at all times
- Act a role model to the other students
- Support staff in monitoring behaviour
- Be proactive and suggest improvements of the system were you see fit
- Enforce the school rules with regards to food being taken out of the dining room

Limits of Authority

Implementation of discipline is carried out by members of Staff only. Staff can use the services of Prefects for supervision only. It is your duty to support staff by reporting any issues to the member of staff on duty at the appropriate time. This may be immediately as a pupil's safety is at risk or at the next available time if it is not a pressing issue. You should be proactive to inform staff suggestions/improvements to make wake -up times,baths ,inspection ,breakfast, lunch,supper and breaktime run smoothly.

Accountability

- Prefects are ultimately responsible to the administration, head-boy and the member of staff and the teachers on duty.
- On a day to day basis Prefects are responsible to the individual member of staff running the activity or duty (refer to duties list on the Prefect notice board).

Removal from the Post of Prefect

Prefects who fail to adhere to Prefect Code of Conduct and to maintain the roles and responsibilities of Prefect will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect status removed.

Leadership

You might not see a direct link between leadership and being a prefect, but there is one. You will have been chosen as a prefect based on certain skills and qualities that you already have or for the potential that has been recognised in you. Many of these skills and qualities are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

The Basic Skills of Outstanding Leadership

Integrity

Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated. Integrity promotes trust, and not much is accomplished without trust.

Communication

Communication in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.

Leaders need to learn to be proficient in both the communication that informs and seeks out information (gives them a voice) and the communication that connects interpersonally with others.

Relationships

Networking is also a relationship skill. Relationships develop good interpersonal and group communication skills.

A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.

Persuasion

The ability to influence others and cause them to move in a particular direction is a highly

important skill in leadership. Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

Adaptability

Adaptability and flexibility in not being bound by a plan are important success factors.

The leader must move easily from one set of circumstances (the plan) to the next (if the plan is not going as expected) and take them all in their stride, even when the circumstances are unexpected.

The good leader has to embrace change and see it as opportunity.

Teamwork

Teamwork is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that; it has a team of prefects who are part of a prefect system.

No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.

Decision making

A leader must be able to wade through information, comprehend what is relevant, make a

well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Relationships

Extra Roles of the Senior Team

If selected as one of the senior team, above all you are role model to the other prefects. Extra roles and responsibilities are detailed below.

Head Boy

- Prepare duty rotas and make sure that they are carried out
- Open Days/Evenings, Parents evening and other events
- Be prepared for special duties, including speeches
- Find out and understand the problems and views of the school and represent them to the Head and Staff e.g. attending School Council meetings
- Hold regular Prefects' Meetings

Deputy Head Boy

- Shadow the Head Boy and be prepared to deputise and support them in all of the above duties, as required.
- Help with rotas and monitoring that duties are being done
- Write the minutes of meetings and circulate them

Senior Prefect

- Shadow the Head Boy/Deputy Head Boy and be prepared to deputise and support them in all of the above duties, as required.
- Maintain Prefect notice board/roster.

Notes on punishment -Punishing other students may have unintended consequences for other pupils and can create a vicious cycle of retribution that may even lead to injury ,fear or disrespect. Acceptable methods of handling noisy students include 1.A serious warning(can be repeated twice) 2.prescribed minor "punishment" like delaying the intended activity for up to 5 to 10 minutes only.3.Ask a student who is leading the noise to write "meaningful/educative lines",4.detention in study(30 minutes to 1hour) not to extend to more than 1 hour at the longest.5.A student can be asked to go tidy and sweep their own room as punishment,6.Write-up an "incident report form" for more troubling students e.g if they use vulgar language in response . 7.Reporting the student to the teacher on duty .

NB 8.You cannot ask a student to jump up and down,crawl on their knees or prevent them from sleeping or having their meal or delaying their sleep or to run around a block or any repeated activities of a physical nature like carrying buckets of water .

Remember : *Respect doesn't come with a badge or a title – it has to be earned.* When kids see a prefect who is respectful of authority, and works hard and serves others, and administers justice with fairness, not with an enjoyment of power over others, they naturally respect him. If they see that your life doesn't match up with your badge, they won't respect that. If they see you bullying someone, or laughing/mockng a junior; if they see you wearing jewellery that you aren't supposed to be wearing; if they hear you being unkind to someone – they won't respect you. **EARN** their respect.

School Prefect

Prefect Contract

After thoroughly reading the Prefect Handbook and agreeing to its principles, all prefects must sign the code of conduct outlined below. If any prefect reneges on the contract, their tie and position will be taken away.

Code of Conduct

I accept my tie as a prefect at Riverton Academy for this year. I agree to carry out the following duties and responsibilities:

- 1. To maintain a high standard of academic progress, behaviour, attendance, punctuality.
2. To wear my prefect's tie and uniform with pride.
3. To obey the school rules in their entirety and without question.
4. To help members of teaching staff if they require assistance.
5. To represent the school at any public function taking active part in the event, helping and organising whenever I am asked.
6. To help new pupils, especially new pupils during their introduction to the school.
7. To assist visitors to school at all times by being polite, friendly, and courteous.
8. To maintain a high standard of cleanliness, tidiness and order throughout the school
9. To attend my inspections, breakfast, lunch and break time duties, arranging cover if I know in advance I will not be in.

Over and above this code of conduct it is expected that all Riverton Academy students will be ambassadors of the school.

I, _____ have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

School Prefect Signature

Date