



Northbourne Park School (including EYFS)

Prefects Policy

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Reviewers: SMT
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The school takes seriously its duty to offer pupils the opportunity to develop in maturity through teamwork and leadership, involving carefully delineated responsibilities, and to offer service to the community in a role that can make a positive contribution to its welfare.

Leadership roles in the school are a chance to give something back to the school; the kindness and care that they have received over their time at Northbourne Park can be repaid in part through service and kindness to others. Prefects therefore earn respect through service.

The prefect system at Northbourne Park School aims to both develop leadership capacity in pupils, whilst also respecting the regulations set out in the National Minimum Standards for Boarding Schools. The School's prefect system gives prefects appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision, training, and measures to counter possible abuses of the role.

The Heads of School and School Prefects are appointed by the Headmaster in consultation with the staff. House Captains and School Council members are elected by their peers.

The prefect roles offer senior members of the pupil body an opportunity to,

- Contribute to the day-to-day running of the school and to provide suggestions for changes
- Provide members of the school community with positive role models
- Assist the staff in its pastoral care of the school community
- Be a conduit of communication between the pupils and the staff
- Show an example to other pupils in their daily conduct in school

Heads of School

The Heads of School are nominated by the Headmaster after consultation with the staff. There are usually two Heads of School, who can be any gender.

The role of Head of School is an important one, leading the school prefect team and setting a good example for all pupils. The Heads of School lead by example; their words, and more importantly their actions, will do much to set the tone of the school and the well-being and morale of all the pupils in it.

They will be a role model for the school by:

- Displaying positive values
- Acting as ambassadors for the school at all times
- Maintaining high personal standards in academic work, activities and general behaviour
- Adhering to school rules
- Contributing willingly and enthusiastically to school activities
- Caring for the school community and all of the individuals within it

- Supporting the Headmaster and other staff in ensuring the smooth running of the school
- Being a two-way communication route between staff and the pupils
- Carrying out their own duties as an example to others
- Checking with the Duty Staff that the Prefects are carrying out their duties

They will support members of the school through specific duties such as:

- Representing the school to other pupils and to parents and visitors
- Helping to host events
- Being in charge of organising and leading the team of prefects
- Public speaking at events such as church services and Prize giving
- Showing visitors around the school
- Creating duty rotas for prefects

House Captains

There are usually eight House Captains, two children from each of the four houses: Drake, Marlborough, Nelson and Wellington. The House Captains are the foremost members of the school House System with specific responsibilities for leading his or her house and its team. They also acts as a conduit between the House staff and the pupils in the house. They are nominated by the House Staff following an election from the pupils.

The eight House Captains are responsible for leading their Houses in a dynamic and active manner. They should always be aware of opportunities to support members of their houses and to work strategically as a team, competing strongly with the other house but always being mindful of etiquette and good sportsmanship. They should seek to build a strong house identity and loyalty.

The Captains should take an active part in the positive reinforcement of the house at all times, working in collaboration with the House Staff to motivate the house towards better house success. The houses are a team and the House system encourages the Captains to lead responsibly and to gain initial experience in managing others, in getting them all to move forwards in the same direction.

Specific duties include supporting the House Staff when organising house events, suggesting new ideas and speaking in House assemblies.

School Prefects

School Prefects are senior members of the school community who are responsible for demonstrating a good example to the rest of the pupil body and to be leaders within the community.

All Prefects are answerable to the Headmaster / Deputy Headmaster and should behave in such a way as befits the position that they hold. They are expected to set the highest example to the rest of the school in behaviour, work, and appearance. They are expected to uphold the school rules and represent the school in a positive way at all times.

Being a good prefect demands many qualities including, honesty, consistency, trust and at times firmness. There must be honesty and loyalty to the school at all times. The actions and decisions of the School's senior pupils collectively dictate the school environment. Most junior members of the School will look to the Prefects to set the standard of behaviour, and discipline, which they will emulate themselves, in time.

The Prefects must work as a team and support one another. If there are problems, these problems should, in the first instance, be directed to a member of staff. The member of staff will always support the Prefect so long as the decisions taken by them have been sensible and clearly thought out.

Induction

New prefects will meet with the Headmaster who will explain the role as set out in this policy. The new Prefects will be closely supervised in their early weeks of operation. They will receive informal feedback on their performance towards the end of their first half term in office.

Responsibilities and Duties

- Fulfil specific duties such as showing visitors around the site, helping with snack duties and wet breaks.
- Uphold the school rules by personal example, challenging those they find in transgression of them.
- Represent the views of the school to the staff.

Break Time:

The Prefects should assist the Duty Staff to ensure that:

- Boys and Girls **Boot Rooms** are orderly and tidy.
- Boys and Girls **Changing Rooms** are orderly and tidy.
- **No** children are in any of the Changing Rooms unsupervised.
- Pupils queue in an orderly way for snack outside.
- **All** pupils wear boiler suits (for outdoor play) and outdoor trainers (at break times).
- **All** play areas are being used properly, including the woods.
- There is a **calm atmosphere** in the buildings during wet break.
- Only those signed up for practise are in the Music Room.

Boarding Prefects

We have Boarding Prefects in Year 8/5eme who apply for the role if they so wish, and have a job description that has been devised with their input. Primarily, their role is to lead by example through their interactions with others, being kind, respectful and helpful. They might run small activities or collate information (e.g. collating suggestion for activities or sandwich filling choices for a Sunday trip) and to help others if needed, sharing concerns with staff.

Roles include helping in the morning to make sure that everybody is on time for breakfast, helping with the laundry, helping during meal times, handing out post, at times taking the register (but always with a member of staff overseeing), helping with tuck and noodle nights.

We have regular Prefect Meetings, where ideas are discussed and roles decided.

Their roles do not include punishments or discipline in any way.

Boarding Prefect Job Description

Boarding prefects are appointed by the Boarding Parents after discussion with the boarding staff. It is not a requirement that Boarding prefects should also be School prefects, but it is expected that they will demonstrate, in their everyday lives, all the values that the school upholds (kindness, honesty, trust, reliability and independence) and will be good role models for their peers.

Reporting: Boarding prefects report to the Head of Boarding and Girls' Houseparent.

Position Objectives:

- To be a leader by example, within the boarding houses.
- To demonstrate independence, responsibility and reliability.
- To report to the Houseparents on boarding matters as required.
- To assist in the organisation of boarding activities, excursions and events.

Key Tasks:

- To be a role model for other boarders.
- To assist in the day-to-day running of the boarding houses.
- To identify issues in the boarding house which require attention.

Expectations:

- To wear the school uniform correctly and with pride.
- To behave in an exemplary manner.
- To demonstrate good work habit.
- To have good personal organisation skills.
- To be punctual and well prepared for their responsibilities.
- To be able to carry out delegated tasks efficiently.
- To look after visitors to the boarding houses.
- To assist the boarding staff in the execution of boarding activities, events and excursions.

Checklist of Responsibilities

- 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 (kindness, perseverance, awareness, generosity, honesty and independence) and standards of behaviours.
- Boarding Prefects should report problems to the nearest member of boarding staff or to the Head of Boarding as required. They are not required to intervene in arguments or fights. They are not to take matters in to their own hands and try to exert excess power of other pupils in the school.