



Believe, Succeed, Together

Prefect

Handbook

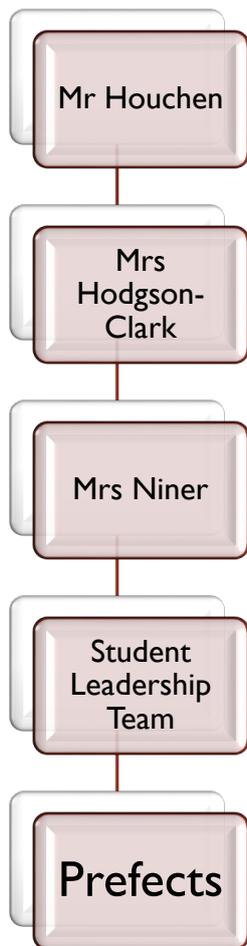
June 2022

WELCOME MESSAGE

Congratulations on your appointment as Prefect. The Academy has a well-established Prefect System which encourages the development of initiative, reliability and maturity. You have been appointed through a combination of election by peers and recommendation by staff. Prefects are given an important role in the Academy and provide a strong support network for the younger pupils. You have been chosen based on certain skills and qualities that you have or the potential that has been recognised in you. You will also gain additional skills within your prefect role, developing the competencies and qualities of leaders.

In becoming a Prefect, you are joining a team directed by the Student Leadership Team, who will have overall responsibility for Prefects. It is imperative that all Prefects work together in harmony to support each other with daily responsibilities, demonstrating respect as commendable role models for all pupils.

STRUCTURE OF STUDENT LEADERSHIP TEAM



Student Leadership Team 2022-2023



BR: Ciara (SP), Aila (SP), William (SP), Alex (SP), Sophie (SP), Mia (SP)

FR: Maame (DHG), **Adya (HG)**, **Oliver (HB)**, Harry (DHB)

ROLES AND RESPONSIBILITIES

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

The main role of a Prefect is categorised into:

- Maintaining discipline
- Helping staff
- Supporting younger pupils
- Organising events

It is important that you, and the Academy are very clear about your role and responsibilities. In performing your duties as Prefects, you will be expected to:

- To act as a role model for pupils and promote the ethos of the school
- To maintain an atmosphere of friendly cooperation, discipline and unity in the Academy
- To wear the correct uniform at all times
- Observe the Academy rules at all times
- To help ensure Academy rules are adhered to by pupils
- Maintain an excellent attendance record
- Maintain excellent academic and behavioural standards
- Be punctual for your duties
- Be positive and enthusiastic
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, peers, and the Academy 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
- Be a good ambassador for the Academy
- To report any issues to the Head Boy or Head Girl
- To fulfil the specific responsibilities
- To attend all meetings as required
- To liaise and collaborate with each other as a team
- To be an approachable Prefect to whom pupils can come to for assistance or support
- To serve as mentors for younger pupils
- To help organise school events
- To attend Academy functions when required

Additional Duties

All prefects are required to perform duties either at break time and/or lunchtime. It is important that you know where and when you are on duty. **It is essential that you turn up for your duties on time, carry out your duty to the best of your ability and not leave until the end of your duty time.**

If you know in advance that you are unable to do your duty, it is your responsibility to inform your team leader to arrange cover. **Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect.**

PREFECT CONTRACT

Prefects have to sign a contract and a copy of this will be kept by Mrs. Niner. If any prefect fails to adhere to the contract, their badge and status will be taken away.

Code of Conduct for The Eastwood Academy Prefects

I accept my badge as a prefect at The Eastwood Academy for this year. I agree to carry out the following duties and responsibilities.

- To maintain high standards of behaviour and conduct and to wear my prefect's badge with pride.
- To obey the Academy rules in their entirety and without question.
- To take an active part in Academy functions, helping and organising whenever I am asked.
- To lead by example.
- 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.
- To perform designated duty rotas.

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

School Prefect

Date