



MOUNT ST JOSEPH

PREFECT HANDBOOK

CONGRATULATIONS!



If you are reading this 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 Mount St Josephs 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 Mount St Joseph School. 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 or vulnerable 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.

Contents -

P2	The Prefect System: what is it and what do Prefects do?
P3	The Perfect Prefect: what qualities are needed?
P4	Prefect Training
P6	Prefect Contract
P7	Head Prefects: main duties
P8	Deputy Head Prefect: main duties
P9	Senior Prefects: main duties
P10	Prefects: main duties
P11	Welcome and Tour Prefects: main duties
P12	Parent and Open Evening Prefects: main duties
P13	Senior Prefects Projects: main expectations
P14	Year Prefects: main duties
P15	Leavers Mass and Prom: main duties
P16	Duty: main duties for prefects
P17	Duty: main duties for senior prefects
P18	Duty: main duties for deputy head prefects
P19/20	Duty Teams Rota proforma and Duty Teams Rota for 2020/21
P21	Prefect Selection Process: timeline and process
P22	Prefect Application form
P23	Senior Prefect Application form
P24	Prefect Self-evaluation Questionnaire

The Prefect System

What is it and what do prefects do?



A prefect is a student from MSJ who has been given a position of responsibility to contribute to the running of the life of the school; they may also have been asked to lead a team in this mission. Prefect positions are highly sought-after as they demonstrate to future employers, sixth form colleges and universities that you can be trusted with responsibility and are able to deliver when working on a project.

There are 4 levels of prefects at Mount St Joseph Catholic School:

- Head prefects (students who represent the whole school and lead the entire prefect system) x2
- Deputy head prefects (students who lead a particular house and projects) x 3
- Senior prefects (students who lead a team of prefects and support the leadership of projects) x 6
- Prefects (students who contribute to projects and uphold duties)

Head Prefects

Represent the school all events such as parent evenings, open evenings and community events. Public speaking, including the planning and delivery of whole school assemblies. Meet with SLT, governors, inspectors and other important guests outlining the role of the prefect in the school. Lead tours of the school. Be a role model to the whole school and its community on standards and expectations.

Deputy Head Prefects

Represent the school at events such as parent and open Evenings. Lead a designated house and the captains. Lead on the planning and delivery of house assemblies and contribute to others. Be a role model to the whole school and its community on standards and expectations.

Senior Prefects

Represent the school at several events such as parent evenings, open evenings. Contribute to the planning and delivery of assemblies. Lead a duty team to support the daily running of the school. Lead projects around the school such as fund raising. Be a role model to the whole school and its community on standards and expectations.

Prefects

Support the Senior Prefects and contribute to the various projects.
Carry out duties to support the daily running of the school.
Attend and contribute to the running of 2 school events such as Parents Evenings and Open Evenings. Be a role model to the whole school and its community on standards and expectations.

Prefects also receive training as part of their role on key skills such as public speaking, time management and leadership.

As prefects at Mount St Joseph Catholic School, your aim should be to develop these skills and qualities through the people that you lead or through the projects to which you contribute.



Prefect Training



Training would prepare students to become effective prefects/leaders. Students not only focus upon the skills required to take up leadership roles within school but are also able to gain an insight and understanding of how these skills are transferable to other situations in their future career plans.

Training should involve a series of workshops and focus on some of the following: Last no more than 1 hour

Session 1: What is my role and what responsibilities do I have as a prefect? GMO

- What is in it for me? The benefits of being a prefect.
- What do others expect of me? GMO
- To be a good role model, what values should I uphold? GMO
- Dealing with responsibility GMO

Session 2: What are my key strengths and how can I put these to good use? MSM

- How can the Prefect team work together and solve problems effectively? MSM
- Would friendship affect my decisions? MSM
- Should I always keep a secret? MSM

Session 3: How can I communicate effectively with other people whilst undertaking my duties? DSA

- As a team, how can we back each other up? DSA

Session 4: How can I be taken more seriously and resolve conflicts that might occur? JHA

- How can I give helpful advice to younger students? JHA
- When do I need to involve a teacher? JHA
- What can I do to stop bullying? JHA
- If I need to 'tell someone off', how should I do it? JHA

Session5:

- making a difference to school MSM
- opportunity for student voice DSA
- Prefect contracts / responsibility / accountability GMO

Senior Prefects Training



Senior prefect training would involve more in-depth coverage of leadership, including leading teams, creating and selling a vision and raising awareness of the impact on others

- Session 1:
Leadership – what is it, different styles for different situations? What it means to lead themselves and other people, and to be a role model.
- Session 2:
Communication – supportive conversations, difficult conversations, holding accountable, persuasion, listening skills, awareness of their impact on others, public speaking.
- Session 3:
Building a team – creating a group that works well and supports each other.
- Session 4:
Planning a project – taking ownership of their role, share vision with confidence, passion and authenticity

Prefect Contract



Prefects have to sign a ten-point contract in front of witnesses and this is then kept in the Head teacher's office. If any prefect reneges on the contract, their badge and office will be taken away.

Code of Conduct for Mount St Joseph Prefects

I accept my badge as a prefect at Mount St Joseph School for this year.

I agree to carry out the duties and responsibilities outlined on the relevant 'main duties' document attached.

In addition:

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 be dressed appropriately at all times.

To be punctual for duty.

To be positive and enthusiastic in my role. To encourage and motivate fellow students.

To be cooperative, helpful, well-mannered, trustworthy and responsible.

To be respectful toward teachers, peers, and the school environment.

To display leadership qualities and take responsibility.

To maintain a positive attitude to learning and a good academic record.

To take an active part in school functions and activities, helping and organising whenever I am asked.

To help 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.

Over and above this code of conduct it is expected that all Mount St Joseph 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

Mrs A Devany, Headteacher

Head Prefects - Main Duties



- To be internal and external ambassadors for the school and to act as role models for all pupils at MSJ.
- To attend ALL public school events such as parents evenings, open evenings, school shows.
- To give key presentations about the school, for example to prospective parents and pupils at open evening.
- To greet important visitors to the school and give guided tours of the school as directed.
- To lead and manage the prefect team including duties, projects and attendance / roles at school events (see separate guidance).
- To support prefects and senior prefects in their role and holding them accountable where necessary.
- To lead and support the pupil-elected school council attend and chair meetings when directed.
- To plan and present assemblies to all year groups.
- To plan and lead regular head prefect meetings and to meet with SLT and other senior members of staff, as required.
- To meet with governors and other important bodies to discuss the school and the role of the prefect team.
- To support the year 7 prefect with the settling in of new students, supporting a specific form and attending assemblies when required.
- To act as a positive role model and show leadership at all times at school and on the buses.
- To promote and support the value of ESD and intervention to fellow students by acting as a positive role model.
- To fully uphold the school ethos and standards of the school including exceptional behaviour, attitude to learning, attendance and punctuality and standards of uniform and appearance.
- To be a visible presence around school at key times such as breaks and between lessons supporting and guiding the school body and contributing fully to the smooth running of the day and the safety of all. The main aim is maintain an atmosphere of friendly cooperation, discipline and unity in the school.
- To be involved with any projects run by the student and prefect body eg charity and fundraising events.
- To lead on the organisation of the Year 11 leavers mass and prom.
- To maintain and contribute regularly to a prefect notice board.
- To attend and complete any prefect training provided.
- Other key duties, as allocated by senior members of staff.

Deputy Head Prefects - Main Duties



- To be internal and external ambassadors for the school and to act as role models for all pupils at MSJ.
- To attend most public school events such as parents evenings, open evenings, school shows.
- To support the Head Prefects with key presentations about the school, for example to prospective parents and pupils at open evening.
- To greet important visitors to the school and give guided tours of the school as directed.
- To support the Head Prefects in leading and managing the prefect team including duties, projects and attendance / roles at school events (see separate guidance).
- To support prefects and senior prefects in their role and holding them accountable where necessary.
- To be lead prefect for a designated house supporting the HOH with key events and the leadership of the house.
- To support the pupil-elected school council and attend meetings when directed.
- To lead and support the pupil-elected school council for your designated house, attend and chair meetings when directed.
- To plan and present assemblies to your designated house.
- To support the year 7 prefect with the settling in of new students, supporting a specific form and attending assemblies when required.
- To support the head prefects at prefect meetings and to meet with SLT and other senior members of staff, as required.
- To meet with governors and other important bodies to discuss the school and the role of the prefect team.
- To act as a positive role model and show leadership at all times at school and on the buses.
- To promote and support the value of ESD and intervention to fellow students by acting as a positive role model.
- To fully uphold the school ethos and standards of the school including exceptional behaviour, attitude to learning, attendance and punctuality and standards of uniform and appearance.
- To be a visible presence around school at key times such as breaks and between lessons supporting and guiding the school body and contributing fully to the smooth running of the day and the safety of all. The main aim is maintain an atmosphere of friendly cooperation, discipline and unity in the school.
- To be involved with any projects run by the student and prefect body eg charity and fundraising events.
- To support the head prefects on the organisation of the year 11 leavers mass and prom.
- To maintain and contribute regularly to a prefect notice board.
- To attend and complete any prefect training provided.
- Other key duties, as allocated by senior members of staff.

Senior Prefects - Main Duties



- To be internal and external ambassadors for the school and to act as role models for all pupils at MSJ.
- To attend several public school events such as parents evenings, open evenings, school shows and commit to attend 1 day of the forthcoming summer school (August 2021)
- To greet important visitors to the school as directed.
- To lead and manage a duty team and support prefects in their role and holding them accountable where necessary.
- To lead a project such as fund raising, equality and diversity, citizenship, community, environment, chaplaincy, peer mentors, digital leaders, language champions, student voice, anti-bullying campaigns, fair trade, remembrance, young enterprise, sports leaders etc.
- To support the deputy head prefect in their leadership of a designated house.
- To support the pupil-elected school council for your designated house, attend and contribute to meetings when directed.
- To support the deputy head prefect plan and present assemblies to your designated house.
- To attend senior prefect meetings and support the head prefects presentations to SLT and governors
- To act as a positive role model and show leadership at all times at school and on the buses.
- To promote and support the value of ESD and intervention to fellow students by acting as a positive role model.
- To fully uphold the school ethos and standards of the school including exceptional behaviour, attitude to learning, attendance and punctuality and standards of uniform and appearance.
- To be a visible presence around school at key times such as breaks and between lessons supporting and guiding the school body and contributing fully to the smooth running of the day and the safety of all. The main aim is maintain an atmosphere of friendly cooperation, discipline and unity in the school.
- To support the head prefects on the organisation of the year 11 leavers mass and prom.
- To maintain and contribute regularly to a prefect notice board.
- To attend and complete any prefect training provided.
- Other key duties, as allocated by Senior Members of staff.

Prefect - Main Duties



- To be internal and external ambassadors for the school and to act as role models for all pupils at MSJ.
- To attend two public school events such as parents evenings, open evenings, school shows.
- To carry out four – six duties per week as directed and in accordance to guidance set (see separate sheet).
- To support a senior prefect with a project such as fund raising, equality and diversity, citizenship, community, environment, chaplaincy, peer mentors, digital leaders, language champions, student voice, anti-bullying campaigns, fair trade, remembrance, young enterprise, sports leaders etc.
- To contribute to the smooth running of a designated House.
- To attend prefect meetings.
- To act as a positive role model and show leadership at all times at school and on the buses.
- To promote and support the value of ESD and intervention to fellow students by acting as a positive role model.
- To fully uphold the school ethos and standards of the school including exceptional behaviour, attitude to learning, attendance and punctuality and standards of uniform and appearance.
- To be a visible presence around school at key times such as breaks and between lessons supporting and guiding the school body and contributing fully to the smooth running of the day and the safety of all. The main aim is maintain an atmosphere of friendly cooperation, discipline and unity in the school.
- To support the head prefects on the organisation of the year 11 leavers mass and prom.
- To attend and complete any prefect training provided.
- Other key duties, as allocated by senior members of staff.

WELCOME AND TOUR PREFECTS



This could include potential staff coming for interview, potential students and their parents, governors, primary visits, parents to school events.

Main Duties

- Meet and greet visitors to the school at reception as directed.
- Follow designated tour route.
- Explain school systems, routines and developments.

School Image

- Attend training / instruction to learn the key messages about the school to present to visitors.
- Ensure you are presented immaculately – uniform, hair, shoes, jewellery.
- Act as positive role model and show leadership at all times, upholding the ethos and standards of the school.
- Be polite, friendly and welcoming, ask and answer questions.
- Offer refreshments as directed.

Parent & Open Evening Prefects



Head Prefects prior, during and after event:

- To liaise with Head of Year prior to each event to find out requirements for the evening.
- Create a plan prior for each event with everything that needs doing and who will do it. Explain tasks to prefects.
- Oversee the letters and parental consent forms for the prefects and any other volunteers.
- Be responsible for the performance of prefects at the evening.
- Evaluate each evening afterwards for planning the next event.

Main Duties:

- Welcome visitors on door x2
- Check in and sign out visitors using ICT and distribute any correspondence x 6 (2 students per House desk)
- Make and distribute refreshments to parents and teachers x 6
- Canvass parents with questionnaire x 3
- Support Staff at events however they need it.

School Image

- Attend training / instruction to learn the key duties / messages about the event.
- Ensure you are presented immaculately – uniform, hair, shoes, jewellery.
- Be polite, friendly and welcoming.
- Act as positive role model and show leadership at all times, upholding the ethos and standards of the school.

KEY EVENTS

- note: year 10 prospective prefects will be used for year 11 events. Senior prefects will still be involved in the planning and preparation.
- Year 7 Welcome Mass (autumn term)
- Open Evening (autumn term)
- Year 11 Parents Consultation Evening (autumn term)
- Certificate Evening (autumn term)
- Year 7, 8, 9, 10 & 11 Parents Evening
- Year 9 Options Evening (spring term)
- Year 11 Parents Consultation Evening (spring term)
- Awards Evening (summer term)
- Other events may include drama and music productions.

Projects



Senior Prefects prior, during and after event:

- To plan, carry out and evaluate the impact of a project that contributes to the community spirit of the school.
- To liaise with the head of year / head of house prior to the onset of the project to discuss logistics and potential impact.
- To create a team that involves prefects at all levels and possibly younger students.
- To arrange meetings to ensure planning and roles and responsibilities.
- Create a detailed plan for the project with everything that needs doing and who will do it. Explain tasks to others.
- Oversee the letters and parental consent forms for those involved if required.
- Be responsible for the performance of prefects and students involved in the project.
- Evaluate each project for planning the next event.
- To raise awareness of your project through the assembly programme, form time, advertisement and social media.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

Project Ideas

Note this list is not exhaustive:

- fund raising, equality and diversity, citizenship, community, environment, chaplaincy, peer mentors, digital leaders, language champions, student voice, anti-bullying campaigns, fair trade, remembrance, young enterprise, sports leaders etc.

Year Prefects



Main Duties:

- To attend assembly each week and to support the year team.
- To act as a role model and show leadership at all times at school and travelling to and from school.
- Be a mentor, someone students from your year group can talk to, ask for help.
- Be available at key times to support students 2 x break per week, before school.
- Work with the year group on charity projects, house competitions, curriculum projects.
- Student Voice: Meet with form reps and house captains to gain student voice and feedback to student council.
- Attend year group parents evenings.
- To plan, organise and evaluate one social event / competition / celebration for the year group after consultation with HOY.
- Create a team of prefects and students from the year group to run the project.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

LEAVERS MASS AND PROM



Head Prefects Main Duties:

- Liaise with PCO and HOY
- Recruit and manage a team of prefects and other year 11 students to form prom and leavers mass committee.
- To organise meeting times and agendas for meetings.
- To organise fund raising events to raise money to off set cost to pupils.
- Through committee plan theme of prom.
- With support of HOY, school chaplain and music teacher plan readings and readers, offertory bearers and hymns – including student wishing to perform solo's.
- Take a full and active part of the hymn rehearsals during assembly to encourage others.
- To raise awareness of your fund raising through the assembly programme, form time, advertisement and social media.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

Duty - Prefects



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. 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.

Prefects Main Duties:

- Carry out between 4-6 duties at break or lunch as directed.
- Stand, never sit, at designated point and direct student body into the areas of school they are allowed.
- Be proactive in supporting and encouraging student body with appropriate behaviour / actions for the area.
- Challenge any student who is displaying poor behaviour or going into an area they are not allowed.
- Seek the support of staff in situations where students are not following school procedures either immediately or report at a later time. Know which member of staff is responsible for your duty point.
- Take an active role in assisting with the care and welfare of all pupils.
- Be punctual to duty and stay on duty.
- Refrain from eating on duty – you have time to get snacks and lunch.
- Refrain from having friends on duty with you – keep the duty spot uncluttered.
- Support other prefects where appropriate.
- Support pupil behaviour on the way to and from school and other key times of the day, before school and between lessons.
- Set the highest standards of uniform, attendance, punctuality and behaviour at all times to which other students aspire.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

Duty – Senior Prefects



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. 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.

Senior Prefects Main Duties:

- In pairs you will have a duty team of at least 18 prefects, 9 duty points will need to be covered, 5 times a week. (see separate proforma).
- Plan a rota of duties for your designated areas. Keep a copy and share a copy with HOY. Be mindful of friendship groups when planning duties (maybe ask for partners).
- Inform prefects of their duty and remind of expectations / main duties.
- During each duty patrol the duty spots and ensure that prefects are in attendance and following expectations.
- Keep and maintain register of prefects on duty. Support prefects with their duties.
- Be a good listener and communicator, team member but also hold prefects accountable.
- Report persistent poor performance / attendance to deputy head prefect.
- Be a visible presence around school during your team's duty times.
- Meet with your duty team at necessary times to ensure full understanding of expectations, gain feedback, discuss issues arising.
- Know who the designated member of staff is for each duty point and seek their support in the first instance / inform if prefects are missing duties. HOY 2nd point of support.
- Cover absent prefects with prefect volunteers from other teams.
- Be proactive in supporting and encouraging student body with appropriate behaviour / actions on your duty times.
- Challenge any student who is displaying poor behaviour or going into an area they are not allowed.
- Seek the support of staff in situations where students are not following school procedures either immediately or report at a later time.
- Take an active role in assisting with the care and welfare of all pupils.
- Be punctual to duty and stay on duty.
- Refrain from eating on duty – you have time to get snacks and lunch.
- Refrain from having friends on duty with you – keep the duty spots uncluttered.
- Support pupil behaviour on the way to and from school and other key times of the day, before school and between lessons.
- Set the highest standards of uniform, attendance, punctuality and behaviour at all times to which other students aspire.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

Duty – Deputy Head Prefects



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. 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.

Deputy Head Prefects Main Duties:

- Deputy Head Prefects will over-see 2 senior prefects and their team of prefects on duty.
- Each team will be on duty 5 times per week.
- Familiarise yourself with the prefect and senior prefect main duties and ensure they are carried out through good and effective leadership.
- Meet with your senior prefects regularly to check systems and processes are working, discuss issues, support.
- Cover duties of absent senior prefects.
- Be a good listener and communicator, team member but also hold prefects accountable.
- Report persistent poor performance / attendance to deputy head prefect.
- Be a visible presence around school during your team's duty times.
- Be proactive in supporting and encouraging student body with appropriate behaviour / actions on your duty times.
- Challenge any student who is displaying poor behaviour or going into an area they are not allowed.
- Seek the support of staff in situations where students are not following school procedures either immediately or report at a later time.
- Take an active role in assisting with the care and welfare of all pupils.
- Be punctual to duty and stay on duty.
- Refrain from eating on duty – you have time to get snacks and lunch.
- Refrain from having friends on duty with you – keep the duty spots uncluttered.
- Support pupil behaviour on the way to and from school and other key times of the day, before school and between lessons.
- Set the highest standards of uniform, attendance, punctuality and behaviour at all times to which other students aspire.
- Act as positive role model and show leadership at all times, upholding the ethos, image and standards of the school.

Mount St Joseph Catholic School

Prefect Application Form



In the spring term of year 10 we look to our year 10 students to step up to leadership and seek a position as a prefect, senior prefect, deputy head prefect or indeed head prefect. A prefect is a student who takes up a position of leadership in the school and who is committed to making a difference with the life of the school. The aim of the 'student leadership' at Mount St Joseph's School is to give students a chance to develop their leadership skills through creating opportunities for them to contribute to the running of the school. Student leadership is a valuable way to express 'pupil voice'. It is a way for students to take ownership of the identity of the school and to think how to make it 'work better' for everyone. The position of prefect is valued highly by the students themselves, the staff and wider school community as well as future employers and post 16 establishments. It is a fantastic leadership opportunity that gives students the chance to build on existing skills and develop new ones.

Name:

Form:

How would you describe your attendance to school:

excellent

☐

good

☐

requires improvement

☐

How would you describe your punctuality to school:

excellent

☐

good

☐

requires improvement

☐

How would you describe your attitude to learning whilst at school:

excellent

☐

good

☐

requires improvement

☐

How would you describe your behaviour at school:

excellent

☐

good

☐

requires improvement

☐

A prefect is a role model and leader to the rest of the school. What do you think makes a good role model and leader?

Mount St Joseph Catholic School

Senior Prefect Application Form



Being a senior prefect means playing a lead role within Mount St Joseph school community. Key duties centre on helping with the organisation and management of events, leadership of teams and project management. There are 3 levels, senior prefect, deputy head prefect and head prefect. Above all it is crucial that as the top of the school the senior prefect team act as role models for the whole student body and are representative of the School. It is the expectation that senior prefects are considered as 'on-duty' all the time whether it be during or outside of School hours. Like all prefects, a senior prefect is a student who takes up a position of leadership in the school and who is committed to making a difference with the life of the school

To become a senior prefect you will go through an interview process and work with the Mrs Morris and the HOY 11 to ensure the smooth operation of the school. Prefects are the school's role models, the senior prefects are their leaders and set the standard. If you are a student with an excellent record of behaviour, attendance, punctuality and uniform, who has demonstrated a commitment to the school, then you are a suitable candidate.

Name: _____

Form _____

Please tick here if you would also like to be considered for deputy head or head prefect: <input type="checkbox"/>
Please outline below your extra-curricular involvement with School during your time at MSJ:
Please outline your reasons for applying:
Please outline below any ideas you have on how you would hope to develop and improve the role and any projects you would like to lead:
Please outline below any other positions of responsibility or leadership roles you may have had in other areas, within or outside school, which you feel might support your application :
Please ask a teacher to support your application with a short recommendation here:

Prefect Self–evaluation Questionnaire



(to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as prefect this year:

Is there anything you found difficult or did not enjoy:

Please rate your leadership and communication skills:

Place a tick showing your rating – 5 being the strongest

	1	2	3	4	5
I rate my leadership skills as					
I rate my communication skills as					

Did being a prefect help you to improve or develop in any way?

Are there any areas in which you feel the role of prefect can be improved next year?
