



# **PREFECT POLICY**

**Meán Scoil Mhuire  
Longford**

**Chairperson:** Ms. Karen Clabby  
**Principal:** Ms. Aoife Mulrennan  
**Date:** 9<sup>th</sup> December 2021

## **PREFECT POLICY**

### **Meán Scoil Mhuire Longford**

#### **Mission Statement:**

Meán Scoil Mhuire is a voluntary Secondary Catholic School. It is a centre for the holistic formation of girls and young women.

- (1) We respect the dignity of each person with her unique background, talents, traditions and beliefs.
- (2) We provide a pleasant disciplined atmosphere in which students can grow spiritually, morally, academically, socially and culturally.
- (3) We expose all to a rich cultural heritage and help them to acquire the knowledge and skills, which enables them to understand, appreciate and respect themselves, others and their environment.
- (4) We foster positive Christian values and self-esteem so that our students leave school with a sense of self-worth and self-esteem and are well equipped for the challenges of life.
- (5) We encourage partnership at all levels between the management, staff, parents, students and the local community.
- (6) Meán Scoil Mhuire has not only a highly respected academic tradition. We also develop creativity, leadership and social skills by promoting involvement in extra-curricular activities.

#### **Introduction:**

Leaders are not born, they are made. Leadership is like a small seed in the ground that needs to be watered to grow. Leadership qualities are watered through experience, education, awareness and action. Young people today are the leaders of tomorrow.

#### **Rationale:**

In keeping with the schools mission statement, the prefect system provides students with the opportunity to develop their leadership potential, to involve themselves more fully in the life of our school, to develop a sense of responsibility, care for younger students, be role models for the school community and to become advocates for positive change in the school community.

It has been proven that when students 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 students include:

- increased communication skills;
- greater commitment and cooperation to the school from the wider student body;
- positive influences on the climate of the school;
- development of leadership skills;
- a strengthened school spirit;
- having a team of positive student role models;
- improved academic performance;
- a network of support for the pupil body and development of the 'student voice'.

### **Prefects Duties:**

Prefects are expected to establish and maintain the highest standards of behaviour, attitude and appearance at all times and to be positive role models for the other students. The prefect team is made up of pupils who are selected based on their positive school record, responsibility, reliability and their level of leadership potential e.g. integrity, maturity, self-confidence, self-discipline, initiative, communication and organizational skills.

#### ***Duties include:***

- Liaising with students
- Liaising with staff
- Being a role model for other students
- Helping to maintain discipline
- Fostering a lively, enthusiastic school spirit
- Organizing activities for students
- Meeting and greeting visitors
- Helping out on social occasions
- Acting as ambassadors for and representing the school when required.
- Assisting with administration duties at various times during the school year
- Assisting with Covid safety and compliance measures in the school
- Reporting important issues to the Year Head, Deputy Principal or Principal
- Communicating on a regular basis with the Deputy Principal and Principal

#### **Each prefect will be expected to:**

- Respect the rules and regulations of the school.
- Dress appropriately at all times in full compliance with the Uniform Policy (dress uniform, jackets, piercings, PE uniform, make-up etc.)
- Wear her prefect badge at all times.
- To behave in accordance with all school policies including the Code of Behaviour, Mobile Phone Policy and Acceptable Use Policy (AUP).
- Be punctual for duties and attend all prefect meetings.
- Maintain a good academic record
- Maintain an excellent record of behaviour and lead by example.
- Be positive, enthusiastic, encouraging and motivating with fellow students.
- Be cooperative, helpful, well-mannered and polite, trustworthy, reliable and responsible.
- Be respectful towards teachers, ancillary staff, her peers and the school environment.
- Display leadership qualities: confidence, initiative, problem solving skills etc.
- Be willing to take on extra responsibilities.
- Be able to work independently and complete tasks without supervision.
- Be loyal to the school.
- Welcome guest speakers when they come to the school and thank them afterwards.

Prefects are expected to be vigilant at all times. It is the responsibility of all prefects, whether on duty or not, to assist with maintaining good order and good standards of behaviour in the school and its environs.

### **Selection Process:**

- The selection process usually takes place in the last term of the school year.
- Students from 3<sup>rd</sup> Year and Transition Year are informed and invited to apply for the position. Should the selection process need to be conducted in the new academic year, 5<sup>th</sup> years, LCA 1 and TYs will be invited to apply.
- A completed letter of application/application form is to be given to the Deputy Principal by an agreed date and time.
- Teachers are consulted on the suitability of applicant's for the role of Prefect within the school.
- Suitable applicants will be shortlisted and invited for Interview.
- Successful applicants will be appointed prefect for the following school year.
- Each student appointed to the role of Prefect and her parent/ guardian must sign the Prefect Contract (Appendix 1) and adhere to the Prefect Code of Conduct (Appendix 2).

### **Selection Criteria:**

- Responsibility and Integrity
- Maturity
- Leadership qualities
- Organisational skills
- Previous involvement in school activities
- Positive Attendance, Punctuality & Behaviour Records

### **Leadership Training and Team meetings:**

Once appointed successful candidates are required to participate in all leadership training exercises/ programmes and attend all Prefect Team meetings.

### **Removal of the Prefect Badge:**

A Prefect will have her badge removed if she:

- Brings the role of the Prefect into disrepute,
- Fails to fulfil her Prefect duties
- Fails to comply with all aspects of the Prefect Policy and all other relevant school policies.

Prefects may receive a maximum of 3 verbal warnings for minor offences before dismissal.

Serious misdemeanours will result in immediate removal from the Prefect Team.

**The Principal and Deputy Principal will have final say on this matter.**

### **Links with Other Policies**

- Acceptable Use Policy
- Anti-Bullying Policy
- Code of Behaviour

- Covid Health & Safety Policy/ Statement
- Mobile Phone and Digital Devices Policy
- School Outings/Trips Policy
- Uniform Policy

### **Monitoring and Review**

- This policy will be monitored, reviewed and evaluated by all the stakeholders every two years.

## Appendix 1

Meán Scoil Mhuire



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### PREFECT CONTRACT

*Prefects must sign and return this contract to the Deputy Principal prior to commencement of their role as prefect. 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 have read the Prefect Code of Conduct and I agree to abide by it and 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 students, 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, \_\_\_\_\_ [student's name] have read and understood the Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

Prefect's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

## APPENDIX 2



### Meán Scoil Mhuire **PREFECT CODE of CONDUCT**



Prefects play a vital part in the running of Meán Scoil Mhuire; assisting and supporting both staff and pupils. In keeping with the schools mission statement, the prefect system provides students with the opportunity to develop their leadership potential, to involve themselves more fully in the life of our school, to develop a sense of responsibility, care for younger students and to become advocates for positive change in the school community.

#### **Our Vision:**

A compassionate and just society inspired by the life and teachings of Jesus Christ.

#### **Mission Statement:**

Meán Scoil Mhuire is a voluntary Secondary Catholic School. It is a centre for the holistic formation of girls and young women.

- (1) We respect the dignity of each person with her unique background, talents, traditions and beliefs.
- (2) We provide a pleasant disciplined atmosphere in which students can grow spiritually, morally, academically, socially and culturally.
- (3) We expose all to a rich cultural heritage and help them to acquire the knowledge and skills, which enables them to understand, appreciate and respect themselves, others and their environment.
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- (5) We encourage partnership at all levels between the management, staff, parents, students and the local community.
- (6) Meán Scoil Mhuire has not only a highly respected academic tradition. We also develop creativity, leadership and social skills by promoting involvement in extra-curricular activities.

#### **CEIST Values:**

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

- Promoting Spiritual and Human Development
- Achieving Quality in Teaching and Learning
- Showing Respect for Every Person
- Creating Community
- Being Just and Responsible

## Leadership:

Leaders are not born, they are made. Leadership is like a small seed in the ground that needs to be watered to grow. Leadership qualities are watered through experience, education, awareness and action. Young people today are the leaders of tomorrow.

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 8 Basic Skills of Outstanding Leadership demand:

- **Integrity** – This means honesty and more. It refers to having strong internal guiding principles that you do not compromise. It means treating others as you would wish to be treated yourself. Integrity promotes trust, and not much is accomplished without trust.
- **Communication**- In the context of leadership trust refers to both interpersonal communications between the leader and followers and the overall flow of information throughout the organisation. Leaders need to learn to be proficient in both the communication that informs and seeks out information (giving people a voice) and communication that connects people interpersonally.
- **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. Such leadership 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. A leader's ability to be persuasive is directly related to how much people trust them and how good their communication skills and relationships are.
- **Adaptability** - Adaptability and flexibility in not being bound by a plan are important success factors. Good leadership moves 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. Prefects are part of a team. No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. Good leadership is about building and nurturing such a team.
- **Decision-making** - A leader must be able to sift 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 can impede leadership effectiveness.

## Additional 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. 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 for 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.

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 students 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 five main categories:**

- a) Maintaining discipline
- b) Liaising with and helping staff,
- c) Fostering a lively and enthusiastic school spirit and supporting the development of student voice
- d) Supporting younger pupils
- e) Organising events, acting as school ambassadors

***Prefects will communicate and report to the Principal and Deputy Principal.***

**Key Prefect Expectations:**

- To lead 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 life.
- To be respectful towards teachers, ancillary staff, students, visitors and the school environment.

**Key Responsibilities:**

- To be a role model for other students, including punctuality, attendance and behaviour, manner, appearance and dress and attitude to others.
- To always wear the school uniform correctly.
- To behave in an exemplary manner, promoting the correct values and standards of behaviour.
- 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 duties and responsibilities
- To take the initiative when staff are not immediately visible
- To help meet the needs of others by giving care and assistance to the pupils in the school and to be aware of situations that may affect student welfare.

- To act as friends/buddies/ mentors for those who need support
- To assist with the supervision of students and monitoring of health and safety regulations around school
- To be vigilant at all times and act as additional pairs of eyes throughout the school day and to report to staff on duty any serious misbehaviour
- To carry out other tasks and jobs as may be directed from time to time by staff
- To carry out 'meet and greet' and ambassadorial functions as required.

### **Limits to authority**

Implementation of discipline is carried out by members of Staff only.

### **Removal from the role of Prefect:**

Prefects who fail to adhere to the Prefect Code of Conduct, to maintain the role and responsibilities of Prefect and/or who bring the role of prefect into disrepute will be given a verbal notice of intention to remove their prefecture status. Prefects may receive a maximum of three warnings for minor offences before dismissal. Students failing to address the area/s of concern will have their prefect status removed. A serious breach of the Prefect Code of Conduct, the school's Code of Behaviour or the Anti-bullying Policy will result in immediate dismissal from the Prefect team. The Principal and Deputy Principal will have final say on these matters.