

FINBOROUGH SCHOOL
SCHOOL OFFICERS AND PREFECTS POLICY

Senior School Student Leaders

All student leaders in the senior school should help to promote the most important school rules and should lead by example.

Positions:

- Head of School & Deputy Heads of School with at least one boy and one girl within this part of the team
- Sports Captain
- Heads of House
- Prefects

Appointment:

Y12 and Y11 are invited to apply, in writing, for positions during the summer term of the preceding year.

Applicants are interviewed by a panel including the Head of Senior School, Assistant Head, Sixth Form Tutors and current Head of School

Responsibilities of Student Leaders:

All Student Leaders are expected to:

- Be a strong academic role model, demonstrating an excellent work ethic at all times.
- Uphold all school values.
- Promote the school positively.
- Use their initiative at all times and display a mature outlook on life and opportunities.
- Lead others with both enthusiasm and control.

Specific Responsibilities:

Head of School

- Chair the school council.
- Help monitor and guide all prefects/sixth form; including covering for any absences and ensuring duties are covered.
- Take an active role in whole school and other assemblies.
- Attend school functions.
- Assist with parent evenings and other events where necessary, including open days.
- Assist with the end of year awards ceremony
- Help staff where appropriate.

Deputy Heads of School

- Help monitor and guide all prefects/sixth form.
- Take an active role in school assemblies.
- Attend school functions, including parent's evenings.
- Deputise for the Head of School, as required.

- Assist staff where necessary.

Sports Captain

- Attend school functions – especially sporting ones.
- Meet and greet at home fixtures.
- Assist the Director of Sport wherever necessary.
- Help organise school sporting events.
- Help out at charity events.
- Assist with parent evenings.
- Help staff where appropriate.

Head of House

- Assist with the planning and running of house events.
- Lead House assemblies as required.
- Assist the teacher in charge of the House.
- Attend school functions.
- Assist with Open Days

Prefect

- Perform duties with enthusiasm and control.
- Attend school events and functions, such as parents evenings and open days.
- Assist staff wherever necessary.

Duties – Student Leaders and Sixth Form

All sixth formers are expected to assist with duties during the school day.

- Supervision of Lunch Queue - Ensure an orderly queue and adherence to the lunch rota
- Supervision of After School Study - Ensure quiet, purposeful study. Sixth form are supported in this by duty staff and the Student Leaders (Head/Deputy Heads of School) who supervise an additional study room where disruptive pupils can be sent to work.

When on duty sixth form are requested to look out for and take action to prevent the following:

- Any indications of bullying of any nature
- Over boisterous behaviour that could pose a threat to health and safety or property
- Behaviour/play/games that are likely to cause pupils to become muddy or wet
- The use of inappropriate language

In addition sixth form are asked to be alert to any pupils that seem upset or lonely and to enquire about their well-being.

Safeguarding/Child Protection awareness

All sixth formers receive training in Safeguarding/Child Protection awareness, delivered by the DSL.

Reason for Review/Amendments	Last review August 2018
Details of changes	<ul style="list-style-type: none"> • Policy reviewed to ensure current legislation and practices are included. • Policy updated with changes to staffing and responsibilities.
Date of next review	Annual review August 2019 (Boarding / Pastoral Governance)

Name	Position	Responsible for	Signature	Date
J Sinclair	Principal	Governance/ oversight		
L Sinclair	HR Director	Recruitment/ Staff policies		
S Clark	Headmaster	Document Implementation (academic staff)		
K Walmsley	Headmaster's PA / Admissions	Document Administration (non-academic staff)		