

JAYPEE PUBLIC SCHOOL, NOIDA
PREFECTORIAL BOARD POLICY
SESSION-2018-19

Introduction:

The following policy is proposed in response to the growing demand for an accountable leadership and problem solving learning opportunity for the young people under our care.

Underlying Principles:

Jaypee Public School provides many opportunities for young people to develop leadership and representation skills and we entrust our students with responsibilities commensurate with their strengths and abilities. Student Leadership (a Prefect System) provides important benefits to both the Student and as well as to the school. Prefects have the potential to influence the school environment and the behavior of their fellow pupils by becoming advocates for positive change in the school community. It has been proven that when children 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:

1. Increased communication skills
2. Improved academic performance for students involved
3. Greater commitment to the school from the wider student body
4. Positive influences on the atmosphere of the school
5. A strengthened school spirit
6. Increased co-operation from all student and school staff
7. A network of support for the student body

School philosophy and belief:

Motto of our school is '**Humility Enhances Excellence**' and we provide many opportunities to our students to make the best use of the learning provided to them and to be successful lifelong learners.

Jaypee has a vision to prepare useful, committed, empowered and enlightened citizens who can contribute meaningfully to the growth of our nation. Jaypee is committed to the full and rounded education of each child and the effective delivery of moral values through its curriculum.

General Guidelines:

1. School Prefects will work to ensure that their moral and academic life shall always be a model for the student community to emulate.
2. All Prefects will undergo a training seminar with the school Principal where their duties and responsibilities will be explained to them.
3. Each Prefect shall have a document defining his/her area/s of responsibility.
4. If, any Prefect tarnishes the name of the school or fails to set an example to their peers; their badge and duties will be suspended.

Prefect General Requirements:

1. Academic Achievements

- Students who intend to put themselves forward for the role of school prefect must have exemplary records in terms of behaviour, aptitude and attendance. They must also be working according to their full potential in terms of academic achievement and progress.

2. Personal skills and aptitudes

- Always be Self-confident: be assertive
- Prefects should have the ability to speak in public, to students and adults.
- Display team working skills and be organised and resourceful.
- Be polite, honest, reliable, punctual and hardworking.

3. Accountability

- Prefects are ultimately answerable to the Principal and teachers.
- On a day to day basis, Prefects are answerable to the individual member of staff in their areas of responsibility.

4. Responsibilities

- Prefects must adhere to the School rules.
- The main duty of Prefects is to maintain an atmosphere of co-operation, peace, discipline and unity in the school.
- Prefects must coordinate and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- Prefect's academic and behavioural standards must be maintained.
- Prefects will always work towards the interest of the school.
- Prefects will be given set of roles and responsibilities.

5. Removal from post as prefect

- Prefects, who fail to adhere to the Code of Behaviour and to maintain the role and responsibilities of Prefect, will be given a notice of intention to remove their prefect status.
- Prefects understand that they can be replaced if, in the judgment of the Principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Students failing to address the area/s of concern will have their prefect status removed.

In performing duties as School Prefect, each prefect will be expected to:

- Respect the rules and regulations of the school and observe the School Rules at all times.
- Be dressed appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times.
- Be punctual for duties and attend all Prefectorial meetings.
- Maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behavior.
- Be positive and enthusiastic, encouraging and motivating fellow students.
- Be cooperative, helpful, well-mannered, trustworthy, and responsible.
- Be respectful towards teachers, peers, and the school environment.
- Display leadership qualities: confidence, reliability, initiative, problem solving skills.
- Be willing to take on extra responsibilities.
- Be able to work independently and complete tasks.
- Prefects shall, in discharging their duty, act in kindness, assuming the role of senior brother/sister to the junior ones placed in their charge.
- Prefects shall work together as a single body to promote cohesiveness and discipline in all their domains.
- Prefects will work to ensure the smooth functioning of the school by helping to facilitate peace order and discipline and strict respect of school rules without fear or favour.
- Prefects will attend all the school events and activities when required where possible, and will be expected to help, lead and serve.
- Prefects shall not sublet their authority to their friends for convenience.
- Prefects must be excellent ambassadors for the school, representing the school's image positively
- Prefects will act as additional pairs of eyes at break times and lunchtimes and to report to the staff.
- Prefects will act as friends and buddies for those who need support.

- Prefects will carry out tasks and jobs as may be directed from time to time by the staff members.
- Prefects will work in groups or pairs, so there is always more than one witness and another with which to share judgments.

Selection Criteria:

1. Responsibility and Integrity
2. Maturity
3. Self Confidence and Initiative
4. Organisational Skills
5. Academic Performance
6. Prefects may only be nominated and proposed from classes V-IX & XI.

Selection Process:

- Students were voted by the class students, and House students for 42 posts of Prefectorial Board, on the basis of their conduct in school.
- **On Friday, April 27th 2018** nominated students will be given a copy of the "School Prefect Policy" to read/share with their parent(s)/guardian(s).
- Students must then submit the application letter along with consent form duly signed by their parents and class teachers to following prefectorial committee members latest by **Tuesday, May 1st 2018:-**
 1. Ms. Himanshi Kumar (Discipline In-charge of School)
 2. Ms. Ruchika Verma (Sr. School Co-ordinator, classes VIII to XII)
 3. Ms. Archana Pandey (Middle School Co-ordinator, classes IV to VII)
- **No consent forms will be accepted after Tuesday, May 1st 2018.**
- Based on the consent forms received, candidates are expected to fill the self nomination form **on Wednesday, May 2nd 2018.**
- A Prefect will be proposed and appointed by the Principal, in collaboration with prefectorial selection committee of school on the basis of their performance in nomination forms and interviews with the committee **on Thursday, 3rd May, 2018.**
- The names of Prefects will be announced in the assembly **on Friday, 4th May 2018.**
- Proposed prefects must sign and enter into a 'Prefect Contract' with the school (**Appendix 2**) Once proposed prefects and their parent(s)/guardian(s) sign the contract and will receive their badges **on Tuesday 8th May 2018.**
- **Wednesday, 9th May, 2018** - A training seminar with the school principal and prefectorial selection committee of the school will be held, where their duties and responsibilities will be explained to them.
- **No leave will be granted during from 1st May to 9th May, Incase of absenteeism the student will not be considered for the prefect post.**

Essential attributes are one or a combination of the following:

- A willingness to serve, to do jobs when asked, and to volunteer in key situations.
- A sensible disposition and pleasant nature, allowing for good relationships with all members of the school family and community.
- The ability to lead, to show initiative, to be level headed and honest in all situations.
- To show care and consideration to others around the school.
- Ability to communicate with all age groups throughout the school.

Expectations:

- To be a leader by example, within all aspects of school life.
- To demonstrate discipline, responsibility and reliability.
- To assist in the organisation of school break times and lunchtimes, as well as other activities and events.
- It is expected that Prefects will demonstrate, in their everyday lives, all the values that the school upholds.

Responsibilities:

- To be a role model for other students, including punctuality, attendance and behaviour
- To wear the school uniform correctly and with pride.
- To behave in an exemplary manner.
- 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 their responsibilities.
- To be aware of the needs of fellow students and be aware of school expectations with behaviour.
- To be aware of situations, which may affect student's welfare.
- To take the initiative when staff members are not immediately visible.
- To be a good role model for others in the school by manner, dress, overall appearance and attitude towards others.
- To promote the correct values and standards of behaviours.
- To help meet the needs of others by giving care and assistance to the students in the school.
- To assist with the monitoring of the behaviour of children around the school.
- To act as additional pairs of eyes at break times and lunch times and to report to staff of serious misbehaviour.
- To act as friends and buddies for those who need support.
- To carry out other tasks and jobs as may be directed from time to time by staff.
- To carry out 'meet and greet' functions under staff guidance e.g. assisting other schools visiting on competition days, artist for a day, assisting parents on induction day.

Confiscation of Badge:-

- If the chosen prefects do not follow expectations and responsibilities then they are at risk of losing their role.
- Prefects understand that they can be replaced if, in the judgment of the principal and staff, they are not fulfilling their roles effectively and in accordance with the prefect role descriptors and outline of duties. Students failing to address the area/s of concern will have their prefect status removed, in Prefectorial board meeting.

-----**CONSENT FORM**-----

I parent of _____ section _____ hereby allow my ward to join the Prefectorial Board, Jaypee Public School, Noida for the post of _____ in session 2018-19.

Student Prefect's signature: _____ Date: _____

Parent(s)/Guardian(s) signature: _____ Date: _____

Class Teacher's signature: _____ Date: _____