

Prefect Handbook

Comberton Village College



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The Prefect System

What is it and what do Prefects do?

A Prefect is a student from CVC who has been given a position of responsibility to lead a team or to contribute to the running of the life of the school. 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 3 levels of Prefects at Comberton Village College:

- † Head Prefects (students who represent the school)
- † Senior Prefects (students who lead particular projects)
- † Prefects (students who contribute to projects)

**Sixth Form President
& Sixth Form Vice President**
represent the school and lead the school council

Head Prefects
represent the school at events such as Parent Evenings, Open Evenings, International Events, School Inspections and Assemblies

Senior Prefects
lead projects around the school, such as Parent and Open Evenings, Fund Raising and Social Events, Interviews for New Staff, Winter and May Balls and the Year Book

Prefects
support the Senior Prefects and contribute to the various projects and teams. Prefects also receive training as part of their role on key skills such as public speaking, time management and leadership

The Perfect Prefect

What qualities are needed?



As Prefects at Comberton Village College, your aim should be to develop these skills through the people that you lead or through the projects to which you contribute.

Head Prefects

Head Prefects

Project Manager
Head of Student
Leadership, HOY,
aHOY, SLG

Main Duties

- To be internal and external ambassadors for the College and to act as role models for all pupils at CVC
- To give key presentations about the College, for example to prospective parents and pupils at Open Evening
- To greet important visitors to the College
- To assist with the management of the Prefect team
- To assist with the appointment of the pupil-elected School Council and Pupil Learning Group
- To plan and present assemblies to all year groups
- To assist with the organisation of, and to present in, three final assemblies
- To attend regular Head Prefect meetings and to meet with the Principal and other

Senior members of staff, as required

- To act as a positive role model and show leadership at all times at school and on the buses.

Possible other duties

- To chair the pupil-elected School Council
- Organisation of the Christmas Party and the Year 11 Leavers' Ball
- Organisation of the Year 11 Year Book
- Organisation of Year 11 Leavers' Day
- Charity and fund-raising events
- Other key duties, as allocated by Senior Members of staff

I am one of the four Head Prefects. After a competitive application process, the selection for the role came just before Christmas last year. I have had a very enjoyable experience in this position, which is one that I would highly recommend. This involved being an internal and external ambassador of the college, meeting and greeting guests, contributions to the year book, celebration day and may ball and writing and presenting a number of speeches similar to this. The main skills I have developed are my leadership skills, which involve, public speaking, directing big groups of individuals and confidence in representing the school. Annalie 2014 to 2015

Interview Prefects

Interview Prefects	
Senior Prefects	<i>Main Duties</i>
Prefects	<ul style="list-style-type: none">• To keep an up-to-date record of all interview days within the school• To research methods other schools use to include pupils in interviews• To receive training on how to conduct an interview• To receive training on how to write a questionnaire• To write a plan for different methods to trial to involve pupils• To be involved in several interview days and feeding back to staff your opinions• To recruit and train other prefects and pupils to interview potential staff• To understand fully the confidentiality issues around this post• To act as a positive role model and show leadership at all times at school and on the buses.
<u>Project Manager</u> Head of Student Leadership	

Tour Prefects

Tour Prefects

Senior Prefects

Prefects

Project Manager
Head of Student
Leadership

Main Duties

Run all aspects of pupil tours of the school for

- (a) Potential staff coming for interview, (b), Potential pupils and their parents and (c) Overseas and other visitors

School Image

- To attend training to learn the key messages about the school to present to visitors
- To keep up to date with developments in the school to provide current information

Visitors to school

- Keep a careful diary of all planned visits and to learn about upcoming visits
- Keep a record of visits and tours there have been and who has conducted each tour
- Lead tours of the school for visitors
- Act as a point of contact for all staff who require pupils to conduct tours of the school
- Recruit and co-ordinate pupil volunteers from your year and other years to conduct tours (this will include other prefects)
- Train pupil volunteers and other prefects in the key messages about the school that we deliver to visitors
- Liaise with Heads of Department to organise pupils to conduct tours within departments
- Train any Student Leaders, e.g. Philosophy and Ethics Leaders, to be able to give tours of the school
- Keep a record of who has given tours and when.
- To act as a positive role model and show leadership at all times at school and on the buses.

Hi I'm Sara and I'm Danielle

We're senior tour prefects and we started organising and carrying out tours around the school in late year 10. Our role involves liaising with staff to organise a tour around the school for job candidates, potentially new students and/or visitors to the school. We carry out the tour answering any questions they may have. We've developed so many skills being senior tour prefects. Organisation, team work, responsibility, public speaking, the list goes on.

That on its own is a great reason to become a prefect. On another note, we've got to know the school a lot better and this is so valuable, being here every day.

It's something great to put on our personal statements and a great way to learn about new responsibilities. We'd definitely recommend applying - you'll even learn something from the application process. All useful stuff for later life.

Parent & Open Evening Prefects

Parent & Open Evening Prefects

Senior Prefects

Prefects

Project Manager

Head of Student Leadership & Site Managers

Main Duties

- To possess a clear understanding of the requirements for each event and a knowledge of what needs doing, who will do it and by when.
- To liaise with Senior Leaders of the School, Heads of Department, Heads of Year and the Site team prior to each evening to find out the requirements for the evening.
- Keep a diary of all parents and open evening events.
- Create a detailed plan prior to each parent and open evening with everything that needs doing and who will do it and by when.
- Oversee the letters and parental consent forms for the pupil volunteers.
- Co-ordinate pupil volunteers into a team and train, as necessary.
- Recruit other pupil volunteers to assist at the event (stewards for car parking, teas and coffees, department helpers, etc.).
- Be responsible for the performance of pupil volunteers at the evening.
- Meet and greet all parents arriving at the parent and open evenings.
- Run all aspects of pupil involvement with the events below.
- Support staff at parent and open evenings however they need it.
- Evaluate each evening afterwards for planning the next evening.
- To act as a positive role model and show leadership at all times at school and on the buses.

KEY EVENTS

- Year 6 open evening (autumn term)
- Post 16 evening (autumn term)
- Year 9 options evening
- Options evening (spring term)
- Year 7,8,9,10,11 and 12 Parents evenings

Hello, I'm Princess and I am a senior prefect for Parents' and Open Evenings. My role includes meeting and greeting guests to our school and also guiding and helping the stewards. I feel that I have developed stronger skills in communication and organisation. I would recommend others to apply for any prefect position since it is a great thing to say you've done and you will most certainly learn new skills in the process.

Hello, my name is Rachel and I am a prefect in the role of open evenings and parent evenings. This role involves me going to as many parent and open evenings as I can, and helping out with organising car parking, serving food and drinks to the staff and giving out leaflets and directions in the reception. Through being a prefect in this role I have learnt how to talk with members of the public and how to handle time in order to be efficient. These roles are really useful in the world and I am so happy that I applied for the role, not to mention that it looks great on your personal statement.

Charity & Fund Raising & Social Events Prefects

Charity & Fundraising & Social Events Senior Prefect

Prefects

Project Manager
Assistant Head of Year

Main Duties

- To work closely with other Year Group Teams on all charity projects, e.g. Teenager Cancer Trust, South Africa, Macmillan, Christmas present appeal, etc.
- To run regular charity events within Year 11.
- To help other Year Group teams to run fundraising events each term with pupils.
- To keep a log of charity events happening across the school.
- To raise awareness of different charity events happening through the assembly programme.
- To support the International leaders.
- To find out what social events Year 11 would be interested in attending
- To work closely with the HOY and AHOY to organise a termly social event for Year 11, including activities such as booking the trip, sending out letters, arranging coaches, checking on replies, recruiting staff to assist on the trip, etc.
- To advertise trips through notices in assembly
- To arrange a number of events during the year to raise money for the Year 11 fund
- To produce monthly articles and photos/videos about Leadership activities at school.
- To arrange regular meetings and liaison with Prefects
- To act as a positive role model and show leadership at all times at school and on the buses.

Hi, my name is Mary and I am the Senior Charity Prefect. My role includes helping out at charity events as well as writing articles for News at Com and helping publicize different events. I have developed a lot of skills by being a prefect, for example I have improved my communication skills with staff and students, and also my writing skills by producing articles for News@Com. I would definitely recommend others to apply because not only does it present lots of leadership and team working opportunities, it is also a very worth-while job which I have enjoyed thoroughly.

Year Prefects

Year 7 Prefects

Senior Prefect

Prefects

Project Manager

HOY, aHOY

Role Model

- To attend assembly each week and to support the year team
- To complete a break and a lunchtime duty each week in your Year Area
- To act as a positive role model and show leadership at all times at school and on the buses.

Charities

- To work with other Year Group Teams on charity projects e.g. Teenager Cancer Trust, South Africa, Macmillan, Christmas present appeal, etc.
- To run a fundraising event each term within the Year Group with pupils
- To support any charity work happening within the Year Group

Form Rep Meetings

- To interact closely with the School Council
- To attend form rep meetings each week and to chair them.

Social Events

- To assist the Year Team with social events
- To organise ONE social event during the year for your year group

Celebration Day Prefects

<p>Celebration Day Prefects</p> <p>Senior Prefect</p> <p>Prefect</p> <p><u>Project Manager</u> Assistant Head of Year</p>	<p><i>Main Duties</i></p> <ul style="list-style-type: none">• To liaise with the ex-Leavers Day Prefects in order to get an overview of what is involved in organising the Leavers Day• To recruit and manage a team of Year 11 pupils to assist with the organisation of the Leavers ' Day. You will need to recruit from your prefect team• To organise meeting times and agendas for meetings• To work with the AHOY/HOY to manage the budget for the Leavers' Day.• To work closely with the AHOY/HOY to book and confirm venue, catering, decoration, entertainment• To work closely with the Fund Raising and Social Events Prefects to organise some fund-raising events to help raise money to off set the cost to pupils• To act as a positive role model and show leadership at all times at school and on the buses.
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Winter & May Ball Prefects

Winter & May Ball Prefects

Senior Prefect

Prefects

Project Manager Head of Year

Main Duties

- To liaise with the ex-May Ball Prefect in order to get an overview of what is involved in organising the May Ball and Christmas Party
- To recruit and manage a team of Year 11 pupils to assist with the organisation of the May Ball and Christmas Party
- To organise meeting times and agendas for meetings
- To work closely with the AHOY to manage the budget for the May Ball
- To work closely with the AHOY to book and confirm venue, catering, decoration, entertainment
- To organise some fund-raising events to help raise money to off set the cost to pupils
- To act as a positive role model and show leadership at all times at school and on the buses.

Year Book Prefects

Year Book Prefects

Senior Prefect Prefects

Project Manager HOY, aHOY

Main Duties

- To liaise with the ex-Year Book Prefect in order to get an overview of what is involved in organising the Year Book
- To recruit and manage a team of Year 11 pupils to assist with the organisation of the Year Book
- To organise meeting times and agendas for meetings
- To work closely with the AHOY to manage the budget for the Year Book
- To agree on the layout of the Year Book
- To collect in and finalise photographs for the Year Book
- To work closely with the AHOY to agree on the arrangements for Leavers' Day
- To organise some fund-raising events to help raise money to off set the cost to pupils
- To act as a positive role model and show leadership at all times at school and on the buses.

Hi , my name is Mollie and I am senior year book prefect. Before being told about the prefect application process in year 10, I wasn't really sure if I was confident enough to apply for the role. However, after hearing more about it, I decided it would be a brilliant opportunity to improve not only my confidence, but also other skills I would need for later life. Initially I applied for head prefect and got through to the interview stage. Although I didn't succeed in getting the role, there is no doubt that I learnt a lot from the interview process. It didn't take me too long to become happy with the alternative role I was offered, and I have come to realise that being in charge of the year book is better suited to my strengths. I also love my role because of how rewarding it is; the end product will hopefully be something that means a lot to everyone in my year group. Coming back to my point about confidence and improving skills, I would certainly recommend the prefect role to those of you who want to become better with your organisation and communication, because it will definitely help you with this, and with your journey into life after CVC.

Equality and Diversity Prefects

Equality and Diversity

Senior Prefect

Prefects

Project Manager

Miss Burns

Main Duties

- To attend weekly E&D meetings with Ms Dear and the E&D team.
- To recruit new members to and lead the E&D team.
- To organise assemblies and campaigns with Ms Dear and the E&D team.
- To work closely with the rest of E&D to delegate responsibilities for research for assemblies.
- To promote freedom and expression of individuality within and outside of school.
- To collect statements when there is an incident of discrimination or act of hatred within school.
- To speak and present assemblies with to all year groups as well as peak to individual forms.
- To act as a positive role model and show leadership at all times at school and on the buses.

Environment Prefect

Environment

Senior Prefect

Prefects

Project Manager

Mrs Norman &
Mr Gordon

This is a brand-new role created in 2017, to encourage student participation and leadership in transforming the school community's attitude to environmental issues. You will be able to have an effect both within and outside the immediate school surroundings. As it is a new role, there will be some flexibility in the activities that you get involved with, but they are likely to include:

- working with Mrs Norman and Mr Gordon to get the new Eco Group off the ground.
- Working with the sixth form environment prefects.
- Researching and implementing changes to waste management in the school.
- Visiting other institutions to find out how they have met the challenge of reducing their carbon footprint.

If you are concerned about environmental issues, want to make a difference, and think that, with a bit of help and support you could talk in assemblies, and meet with teachers and other school staff, this is the role for you.

Rights Respecting Schools Prefect

Senior Prefect

Prefects

Project Manager

Mrs bURGESS

- To liaise with Mrs Burgess on Rights Respecting School matters
- To attend RRSA meetings twice a half term with Mrs Burgess
- To be proactive at finding ways in which the Rights of the Child are promoted at CVC
- To review the ways in which the Rights are promoted at CVC
- To liaise with Year Prefects/ Charity Prefects and E&D Prefects on RRSA matters to raise awareness across the school
- To promote events run in school on RRSA
- To prepare and lead on assemblies as guided by Mrs M Burgess
- To support Mrs Burgess with the application of the Gold Award and the sustainment of the Gold Award

The Prefect Team

Head, Senior and Prefects, beginning Easter

- Head Prefects team
- Senior Prefects: Tour, Interview, Parents & Open Day, Year Prefects, Charity & Fund Raising & Social Events, Celebration Day, Year Book, E&D, Winter and May Ball
- Prefects: Tour, Interview, Parents & Open Day, Year Prefects, Charity & Fund Raising & Social Events, Celebration Day, Year Book, Winter and May Ball