



ST JOHN PAYNE CATHOLIC SCHOOL

8th November 2018

Dear Parent/Carer,

I am writing to explain the prefect selection process that was outlined to Year 10 students in assembly this week. The application process starts now with temporary prefect duties occurring during the latter part of the Autumn Term and the first part of the Spring Term.

As in previous years, we have decided to make the award of prefect status midway through Year 10. We hope that this will give prefects every opportunity to realise their academic potential as well as contributing to the school community.

The award of prefect status is one of the highest honours that the school can bestow on its students, giving them the opportunity to develop leadership skills and act as a role model to others in the school.

- If your son or daughter decides to apply for prefect status he/she must complete and return the **application form** (attached) to me, or Mrs Lusby on or before **Friday 16th November 2018.**
- Those who apply will carry out a period of temporary prefect duty. This will involve two lunchtime duties per week (one in the first half of the lunch break and one in the second half).
- Only those who apply and satisfactorily complete temporary duties will be considered for full prefect status later in Year 10. Making an application and carrying out temporary duties does not guarantee the award of full prefect status.
- There will be an interview process for some prefect and Senior prefect positions.
- The Head of Year, Form Teacher, and subject teachers will be asked to make a recommendation as to the suitability of the applicants for full prefect status. The criteria are based on the person specification shown overleaf.
- Academic ability is not a criterion for the award of prefect status.
- The names of those students invited to accept full prefect status will be announced during the **Spring Term 2019.** We recognise that pupils develop at different rates and additional students may be invited to accept prefect status during the Autumn Term of Year 11.
- An outline person specification and job description are shown overleaf.

I hope that your son or daughter decides to apply for prefect status and I wish him or her every success with the application.

Yours faithfully,

Miss G Semambo
Associate Assistant Head Teacher



Person Specification

- A desire to play an active role in the school community
- A mature and responsible attitude
- Be cooperative and willing to work as part of a team
- Display leadership skills
- Be a positive role model to all in the school community
- Ability to develop a rapport with younger students
- Be able to remain calm and positive in difficult situations
- Be willing to give up his/her own time to fulfil the role of prefect
- Good behaviour record
- Be up to date with school work and to work to the best of his/her ability

Job description

- Greet visitors to the school
- Take visitors on tours of the school
- Carry out two lunchtime duties per week
- Be present at school functions in the evening, e.g. Open Evenings, Certificate Evening, Induction Evening
- Be willing to assist in other areas of school life as and when required

YEAR 10 APPLICATION FORM FOR PREFECT STATUS

This application form must be returned to Ms Semambo or Mrs Lusby on or before Friday 16th November.

Name House and signature	
Parent's name and signature	
Why do you want to be a prefect?	
Outline any relevant experience that you have (either in or out of school) which would help to support your application	