



# GORDON'S SCHOOL

**Senior Prefect Handbook**

**and**

**Code of Conduct  
2020**

Dear student,

Congratulations, you have been successfully appointed as a Senior Prefect of Gordon's School.

The Senior Prefect body comprises four key roles:

- Ceremonial Senior Prefects
- Development Office Senior Prefects
- Online Safety Senior Prefects
- Pastoral Senior Prefects
- Charity Senior Prefects

The role of a Senior Prefect is an honour and a privilege and enables you to give back to Gordon's School, which so many of you expressed in your interview was important. We hope that you will look back on your experience with a sense of pride, particularly in future years when you move on from Gordon's School.

We expect you to display courtesy, diligence, enthusiasm and integrity at all times, setting a high standard and acting as an exemplary role model to other students at Gordons' School. Please ensure you treat all staff and students equally and with respect. As a role model, ensure that all students cared for and supported. There may be students who view you as a trusted person and it is your responsibility to make these students feel welcome and included in all aspects of school life.

As a Senior Prefect, you may face challenges and we encourage you to remain resilient and grow as you embrace this journey. You will play a crucial role in ensuring that character is rooted in all areas of school life and there will be many vital life lessons learnt. Embrace the opportunities this year will bring, especially in preparing you for life outside of Gordon's School.

Each position carries a great deal of responsibility and I have no doubt that you have the capability to fulfil these responsibilities well and I wish you the very best of luck this year.

I look forward to working with you as a member of the Senior Prefect team.

Yours sincerely



Mr Moss  
Head Teacher  
**January 2020**



## Gordon's School Senior Prefects Job Description 2020

### Ceremonial Prefects (x6)

- On duty on Parade days (x8 per year)
- Locations: Bridge / Tunnel / Chapel
- Guide parents & visitors
- Liaise with Rev Sarah regarding the Chapel collection at the end of the service and Chapel etiquette
- Be present for both services on a Parade morning from 9.20am to welcome and help with seating.
- To be available the Friday before a parade to prepare the chapel with Rev. Sarah

### Online Safety Prefects (x4)

- Complete Childnet Digital Leaders Programme and liaise with Mr King in creating a campaign to raise awareness of online safety issues that our students feel need to be addressed
- Support students in staying safe online
- Create and deliver termly assemblies
- Maintain online safety advice and information, with up to date materials (TV Screen)
- Offer weekly lunch / P8 drop in sessions (library) to advise students on how to keep safe online (demonstrations etc.)

### Development Office Prefects (x4)\*

- To assist the Development Team (Bursar's Assistant, Development Officer and Gordonian Officer) with the following:
- Basic administration, such as making up folders, preparing mailings, tidying and similar
- Research through publications and other archive material
- Help to host events held at the school e.g. afternoon Carol Service and Tea, Harvest Parade Lunch
- Staff the 'Welcome and Registration' desk for Gordonians on the morning of the Annual Parade
- Understand the role of Gordonians and help to explain membership benefits to peers, accompanying the Gordonian Officer to tutor group presentations
- Participate in contacting supporters to provide an update on what it is like to attend Gordon's School and encourage their support
- Acting as liaison with Sixth Form and source extra volunteers for events if required

*\*The Development Prefects are expected to provide a minimum average of one hour's 'service' each week during term, to fit in with their personal school timetable, with the possibility of some paid work during school holidays, as required.*

### Pastoral Prefects (x6)

- Support WLT in managing assemblies
- Ensure students are lined up outside the Rec in silence, monitor students as they come into the Rec and help to get the students settled quickly and quietly, each morning
- Assist with Parent Information / Consultation Evenings
- Lunchtime and teatime supervision of the gym for main school to play basketball

*The Pastoral Prefects are expected to provide support and assistance in the Rec every weekday during registration. Duties will start at 8.15am and finish at 8.40am. You will be responsible for creating your rota.*

### Charity Prefects (x4)

- Attend Boarder's Council meetings (charity focus) and liaise with Houses in ensuring social action takes place and update the BC on any charity events that have taken place
- Organise one whole-school fundraiser per year (E.g. 2019-20: 'row the Atlantic')
- Maintain a Charity noticeboard with House, Chapel and Whole School charities supported
- Organise the whole school mufti schedule
- Reinforce the message that charity is more than giving money for a cake – link to NHS 5 steps to wellbeing (assembly to reinforce)
- Assist Rev. Sarah with whole school charity matters



## Gordon's School Senior Prefects - Key Dates 2019

### Spring Term 2019

Date	Event	Location	Time	Who?
Monday 13 <sup>th</sup> January	Welcome meeting	Library	8am	ALL
Wednesday 22 <sup>nd</sup> January	Assertiveness Training (Mr Pavis)	Library	P7	ALL
Sunday 18 <sup>th</sup> January	Guildford Cathedral Memorial Service	Guildford	AM	ALL
Tuesday 4 <sup>th</sup> February	Safeguard Training (Mrs Forster)	Library	P4	ALL
Tuesday 4 <sup>th</sup> February	Tour Guide Training (Mrs Genetay)	E4	1.10pm	ALL
Sunday 9 <sup>th</sup> February	Parade & Chapel Service	GS	AM	Ceremonial Senior Prefects
Thursday 19 <sup>th</sup> March (TBC)	<i>How to lead with distinction</i> (Onyi Anyado)	TBC	P7	ALL
Sunday 22 <sup>nd</sup> March	Parade & Chapel Service	Various	AM	Ceremonial
TBC	Command Tasks	TBC	TBC	ALL

### Summer Term 2019

Date	Event	Location	Time	Who?
Saturday 6 <sup>th</sup> June	Patron's Parade	GS	9.30 to 11.30am	Ceremonial Senior Prefects
Tuesday 30 <sup>th</sup> June	Y12 Induction Day	GS	All Day	ALL
Wednesday 1 <sup>st</sup> July	Y6 Moving on Day	GS	All day	ALL
Saturday 4 <sup>th</sup> July	Annual Parade & Prize Giving	Various	All Day	ALL
TBC	MHFA Training	TBC	TBC	ALL



## Gordon's School Senior Prefects - Key Dates 2019 (continued)

Autumn Term 2019				
Date	Event	Location	Time	Who?
Friday 4 <sup>th</sup> September	New Student Induction Day	GS	All day	ALL
Sunday 20 <sup>th</sup> September	Parade & Chapel Service	GS	AM	Ceremonial Senior Prefects
Sunday 20 <sup>th</sup> September	(New parents welcome drinks)	GS	AM	Ceremonial Senior Prefects
Sunday 20 <sup>th</sup> October	Harvest Festival Parade	Various	AM	Ceremonial Senior Prefects
Sunday 10 <sup>th</sup> November	Remembrance Parade (Final Parade)	Various	AM	ALL

### Commitments for all Senior Prefects:

- Remembrance Parade
- Guildford
- Annual Prize Giving
- Year 6 Moving on Day
- Year 12 Induction Day
- Year 7 / New Student Induction Day

### Additional Dates To Remember:

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## Gordon's School

### Senior Prefects Code of Conduct 2020

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Senior Prefects are to honour commitments and represent the school, as per the job description.

#### **Courtesy**

1. Try to be approachable without being too familiar with younger students; this is a difficult balance to strike!
2. Act with maturity around school and in your House.

#### **Integrity**

3. Set a good example at all times, you are a role model.
4. You should be smart, clean and tidy. Wear your Senior Prefect badge with pride.
5. If you discover a problem, don't simply ignore it, resolve the situation if you can or report it to a member of staff if you have serious concerns. Any bullying or serious breaches of school rules must be reported. Be aware of Safeguarding issues.

#### **Diligence**

6. Consistently use Microsoft Outlook and take responsibility for communicating with the Senior Prefect Team and key members of staff.
7. Attend scheduled meetings and training events. Ensure you notify the relevant staff of any absence, whereby you cannot attend a scheduled event / meeting.

#### **Enthusiasm**

8. Promote positive behaviour and do not gossip with your peers; if you there are matters to improve 'complain up'.
9. You will also be expected to attend Student Governor Meetings, as per the calendar. Head Boy, Head Girl, Deputy Head Boy & Deputy Head Girl will chair agenda items at the Boarders' Council Meeting, Academic Council and Co-Curricular Council

#### **Resilience**

10. Ensure you continue to apply yourself academically and always maintain good effort grades.

*By signing this document, you hereby understand what is expected of you by means of your academic performance, behaviour and responsibilities.*

Name: .....

Signature: .....

Date: .....



**Gordon's School**

West End  
Woking  
Surrey  
GU24 9PT

01276 858084  
*[info@gordons.school](mailto:info@gordons.school)*