



GORDON'S SCHOOL

**Handbook
and
Code of Conduct
2022**

Senior Prefects

Dear student,

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

The Senior Prefect body comprises five 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
February 2022



Gordon's School Senior Prefects Job Description 2022

Ceremonial Prefects

- On duty on Parade days
- Locations: Bridge/Tunnel/Chapel
- Guide parents and visitors
- Liaise with Reverend Wright 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 guests and usher to seats
- Prepare the chapel with the Reverend Wright the Friday before a parade (typically P5/P6)

Online Safety Prefects

- 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
- Manage social media platform
- Create and deliver termly assemblies
- Maintain online safety advice and information, with up to date materials
- Offer drop-in sessions/visit PSHE lessons to advise students on how to keep safe online (offer demonstrations etc)

Development Office Prefects*

- 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 archive material
- Help to host events held at the school eg afternoon Carol Service and 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
- Act 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

- Support WLT in managing Chapel/Rec
- Ensure students are lined up outside the Chapel/Rec in silence, monitor students as they come into the Chapel/Rec and help to get the students settled quickly and quietly, each morning
- Pastoral Prefects are expected to provide support and assistance outside the Dining Hall every weekday during lunch. You will be responsible for creating a rota and submitting to DH Pastoral
- Assist with Parent Information/Consultation Evenings

Charity Prefects

- Attend Boarders' Council meetings and liaise with Houses in ensuring social action takes place and update on any charity events
- Organise one whole-school fundraiser per year
- 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 five steps to wellbeing
- Assist the Reverend Wright with whole school charity matters



Gordon's School

Senior Prefects - Key Dates 2022

Spring Term 2022				
Date	Time	Event	Location	Who?
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
23 rd Jan 2022	10.30 - 13.00	Guildford Cathedral Service	Guildford	All Senior Prefects
7 th Feb 2022	16.00 - 17.00	Assertiveness Training (<i>Mr Pavis</i>)	Library	Pastoral SP
8 th Feb 2022	16.00 - 17.00	Assertiveness Training (<i>Mr Pavis</i>)	Library	Ceremonial SP Charity SP Development Office SP Online Safety SP
22 nd Feb 2022	16.00 - 17.00	'How to lead with distinction' <i>talk by Onyi Anyado</i>	Rec	All Senior Prefects
27 th Feb 2022	AM	Parade & Chapel Service	GS	Ceremonial SP
27 th Mar 2022	AM	Parade & Chapel Service	GS	Ceremonial SP
TBC	TBC	Safeguard Training	TBC	All Senior Prefects
TBC	TBC	Mental Health First Aid Training (<i>external guest</i>)	TBC	All Senior Prefects

Summer Term 2022				
Date	Time	Event	Location	Who?
11 th Jun 2022	AM	Patron's Parade & Fun Day	GS	All Senior Prefects
TBC	All Day	Y6 Moving on Day	GS	All Senior Prefects
TBC	All Day	Y12 Induction Day	GS	All Senior Prefects
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
2 nd Jul 2022	From 14:00	Annual Parade & Prize Giving	GS	All Senior Prefects



Autumn Term 2022				
Date	Time	Event	Location	Who?
2 nd Sep 2022	All Day	Y7 Induction Day	GS	All Senior Prefects
18 th Sep 2022	AM	Parade & Chapel Service	GS	Ceremonial SP
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
16 th Oct 2022	AM	Harvest Festival Parade & Chapel Service	GS	Ceremonial SP
13 th Nov 2022	AM	Remembrance Parade <i>*HB & HG to read names</i>	GS	All Senior Prefects

Commitments for all Senior Prefects:

- Guildford Cathedral Service
- Annual Prize Giving
- Remembrance Parade
- Y6 Moving on Day
- Y7 Induction Day
- Y12 Induction Day
- Senior Prefect training events (as per your handbook)

Additional Dates To Remember:

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Gordon's School

Senior Prefects Code of Conduct 2022

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

Courtesy

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

Integrity

- c. Set a good example at all times, you are a role model.
- d. You should be smart, clean and tidy. Wear your Senior Prefect badge with pride.
- e. 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

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

Enthusiasm

- h. Promote positive behaviour and do not gossip with your peers; if you there are matters to improve 'complain up'.
- i. 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

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

As a Senior Prefect you are expected be role model to your peers and others, by putting Gordon's School first. You must represent the School and House when selected, including team sports and Inter-House events.. To be a Senior Prefect is a responsibility and privilege that must be continually earned. Students failing to meet any of the above expectations of the role may be asked to relinquish their position.

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

Name:

Signature:

Date:



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