



GORDON'S SCHOOL

**Handbook
and
Code of Conduct
2022**

Junior Prefects

Dear student,

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

The Junior Prefect body comprises representatives from each House and your duties include those specifically linked to your House, as well as whole school commitments.

The role of a Junior 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 letter of application and interview was important. We hope that you will look back on your experience with a sense of pride, and are able to utilise the personal leadership skills you develop this year. You are on a journey of personal development and these skills will be of benefit to you, particularly in future years when you move on from Gordon's School.

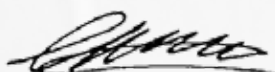
We expect you to display courtesy, diligence, enthusiasm and integrity at all times, setting a high standard and acting as an exemplary role model to other students at Gordons' School. Please ensure you treat all staff and students equally and with respect. As a role model, ensure that all students cared 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 Junior 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 your Post 16 options.

The role of Junior Prefect 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 Junior Prefect team.

Yours sincerely



Mr Moss
Head Teacher
February 2022



Gordon's School Junior Prefects Job Description 2022

The role of a Junior Prefect has many responsibilities, including:

- Representing and serving Gordon's School (such as: tour guides, staff interviews, parent consultation evenings.)
- Represent their House and student body by taking turns to attend the termly Boarders' Council Meetings
- Take responsibility for liaising with House staff and students in order to gather their views on House and whole School matters, help to set the agenda for the Boarders' Council Meeting and ensure key messages are communicated to all students in their House (through a designated student voice display board in House, brief peers in House meeting etc.)
- Role model Gordon's School expectations through impeccable behaviour in and out of lessons, dress and good character
- Attend safeguard and assertiveness training and develop awareness of mental health issues and bullying in order to offer support peers
- As directed by Head of House (tuck shop, buddy, Inter-House, social events, House committee meetings, Y7 induction period etc.)



Gordon's School Training & Enterprise:

Junior prefects will be invited to participate in the G2G Leadership Programme and complete the Institute of Leadership and Management Level 2 qualification, which commences in February 2022.

Junior Prefects must complete safeguard and anti-bullying training. You will also be expected to attend other events throughout the year.



Gordon's School Expectations

- As a Junior 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 Junior 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.



Gordon's School Junior Prefects Code of Conduct 2022

Junior Prefects are to honour commitments and represent the school, as per your 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 Junior Prefect tie 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 your Heads of House, other Junior Prefects, the Senior Student Leadership Team and 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

9. Promote positive behaviour and do not gossip with your peers; if you there are matters to improve, tell a member of staff.
9. You will also be expected to liaise with House staff and students in order to gather their views on House and whole school matters, help to set the agenda for the Boarders' Council Meetings and ensure key messages are communicated to all students in your House (eg through a designated student voice display board in House, brief peers in House meetings etc)

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 Junior Prefects - Key Dates 2021

Spring Term 2021

Date	Event	Location	Time
21 st Jan 2022	Junior Prefect Photographs	Rec	10.30am
25 th Jan 2022	Junior Prefect Welcome Meeting	Rec	10.30am
2 nd Feb 2022	G2G Leadership Workshop #1 (with Sophie Brigden)	E4	4pm - 6.30pm
22 nd Feb 2022	'How to lead with distinction' talk (Onyi Anyado)	Rec	P7
24 th Feb 2022	Boarders' Council Meeting	Rec	P3
24 th Feb 2022	G2G Leadership Workshop #2 (with Sophie Brigden)	Rec	4pm - 6.45pm
9 th Mar 2022	ILM L2 (Unit 1) Training with Woking High School	Rec	9am - 3.35pm
23 rd Mar 2022	G2G Leadership Workshop #3 (with Sophie Brigden)	Rec	4pm - 6.45pm

Summer Term 2021

Date	Event	Location	Time
22 nd Apr 2022	ILM L2 Unit 2 Deadline	NA	10.30am
TBC	ILM L2 (Unit 2) Training with Woking High School	TBC	TBC
9 th Jun 2022	Boarders' Council Meeting	Rec	P3
1 st Jul 2022	ILM L2 Unit 2 Deadline	NA	10.30am

Autumn Term 2021

Date	Event	Location	Time
TBC	Boarders' Council Meeting	Rec	08:20am to 09:30am

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GORDON'S SCHOOL

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