



GORDON'S SCHOOL

**Handbook
and
Code of Conduct
2022**

Senior Student Leadership Team

*Head Boy and Head Girl
Deputy Head Boy and Deputy Head Girl*



THE INTENT HAS BEEN PRESERVED IN MEMORY OF
MAJOR GENERAL SIR JOHN HADDLETON, G.C.B., G.C.S.I.,
WHO SERVED IN THE ARMY FOR 27 YEARS AND WAS
A GENERAL

Dear student,

Congratulations, you have been successfully appointed as a member of the Senior Student Leadership Team at Gordon's School, consisting of the Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl.

You will be responsible for fulfilling your own roles and responsibilities, as well as guiding and supporting the Senior Prefect body:

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

The role of Head Boy, Head Girl, Deputy Head Boy and Deputy Head Girl is an honour and a privilege and enables you to give back to Gordon's School, which 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.

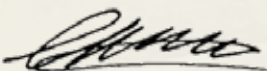
We expect you to display courtesy, diligence, enthusiasm and integrity at all times, setting a high standard and acting as an exemplary role model to other students at Gordon's School. Please ensure you treat all staff and students equally and with respect. As a role model, ensure that all students are 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 members of the Senior Student Leadership team, 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.

Your roles carry a great deal of accountability and I have no doubt that you have the capability to fulfil your duties well. I wish you the very best of luck this year.

I look forward to working with you as a member of the Senior Student Leadership Team.

Yours sincerely



Mr Moss
Head Teacher
February 2022



Gordon's School Head Boy and Head Girl Job Description 2022

1. Half-Termly operations meeting with SLT (AM /SAR/SM/CHO)
2. Co-Chair the termly Boarders' Council meetings
3. Co-Chair the termly Governing Body meetings
4. Guildford Cathedral Memorial Service – speech on agreed theme
5. One assembly / chapel reading each, per term, on agreed theme
6. Championing and promoting 'participation and service' to Year 12-13
7. Liaising with Deputy Heads of Sixth Form with regards to 'participation and service'
8. Guide and support the Senior Prefect Team
9. Assist WLT during interviews, hosting guests etc.
10. Support and make an appearance at Inter-House events, Arete competitions and other whole School events (such as Insight Talks)
11. Attend the Heads of School Annual Student Leadership Conference at Wellington College (October)
12. Run termly 'Student Surgeries'



Gordon's School Deputy Head Boy and Deputy Head Girl Job Description 2022

1. Co-Chair the termly Boarders' Council meetings
2. Termly attendance at Co-curricular Council meetings
3. Termly attendance at Academic Council meetings
4. Ceremonial responsibilities (if required on parade days to support Ceremonial Senior Prefects)
5. Assistance to be provided at Gordonian events (as requested by the Development Office/SLT)
6. Co-ordinate, guide and support the Senior Prefect Teams and assist if needed (eg absence/campaigns etc.)
7. Support and make an appearance at Inter-House events, Arete competitions and other whole School events (such as Insight Talks)
8. Support termly 'Student Surgeries'

Please note, you are all expected to attend the following events:

- a. Whitehall Parade (January 2023)
- b. Guildford Cathedral Memorial Service (January 2023)
- c. Annual Parade and Prize Giving
- d. Year 6 Moving on Day
- e. Year 7 Induction Day
- f. Year 12 Induction Day
- g. Remembrance Parade
- h. Training events (as per your handbook)

Commitments for all Senior Prefects:

- a. Guildford Cathedral Service
- b. Annual Prize Giving
- c. Remembrance Parade
- d. Year 6 Moving on Day
- e. Year 7 Induction Day
- f. Year 12 Induction Day
- g. Senior Prefect training events (as per your handbook)



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 the 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)

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 other archive material
- Help to host events held at the school eg 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.**

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)

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 (charity agenda) and liaise with Houses in ensuring social action takes place and update the BC on any charity events
- Organise one whole-school fundraiser per year
- Maintain a charity noticeboard raising awareness of House, Chapel and Whole School charities supported during the year
- 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

Head Boy & Head Girl - Key Dates 2022

Spring Term 2022

Date	Time	Event	Location	Who?
January (TBC)	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
2 nd week in January	08:20 - 08:40	Chapel – Introduce	Chapel	HB / HG & Deputies
23 rd Jan 2022	10.30 - 13:00	Guildford Cathedral Service	Guildford	HB / HG & Deputies All Senior Prefects
7 th Feb 2022	16:00 - 17:00	Assertiveness Training (<i>Mr Pavis</i>)	Library	HB / HG & Deputies 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	HB / HG & Deputies All Senior Prefects
23 rd Feb 2022	08:20 - 09:35	Boarders' Council	Rec	HB / HG & Deputies
27 th Feb 2022	AM	Parade & Chapel Service	GS	Ceremonial SP HB / HG & Deputies
3 rd Mar 2022	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies
8 th Mar 2022	16:00 - 17:00	Academic Council	Library	DH Girl
8 th Mar 2022	16:00 - 17:00	Co-Curricular Council	TBC	DH Boy
27 th Mar 2022	AM	Parade & Chapel Service	GS	Ceremonial SP HB / HG & Deputies
TBC	08:20 - 09:35	Student Governor Meeting	Rec	HB / HG & Deputies
TBC	TBC	Safeguard Training	TBC	HB / HG & Deputies All Senior Prefects
TBC	TBC	Mental Health First Aid Training (<i>external guest</i>)	TBC	HB / HG & Deputies All Senior Prefects

Summer Term 2022

Date	Time	Event	Location	Who?
28 th Apr 2022	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies
7 th Jun 2022	16:00 - 17:00	Academic Council	Library	DH Girl
9 th Jun 2022	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies

TBC	16:00 - 17:00	Co-Curricular Council	TBC	DH Boy
10 th Jun 2022	08:20 - 09:35	Boarders' Council	Library	HB / HG & Deputies
11 th Jun 2022	AM	Patron's Parade & Fun Day	GS	Ceremonial SP HB / HG & Deputies
14 th & 15 th Jun 2022	All Day	ILM L3 Training Assignment Write Up	GS	HB / HG & Deputies
TBC	All Day	Y6 Moving on Day	GS	HB / HG & Deputies All Senior Prefects
TBC	All Day	Y12 Induction Day	GS	HB / HG & Deputies All Senior Prefects
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
TBC	08:20 - 09:35	Student Governor Meeting	Rec	HB / HG & Deputies
2 nd July 2022	From 14:00	Annual Parade & Prize Giving	GS	HB / HG & Deputies All Senior Prefects

Autumn Term 2022

Date	Time	Event	Location	Who?
2 nd Sep 2022	All Day	Y7 Induction Day	GS	HB / HG & Deputies All Senior Prefects
First two weeks back	08:20 - 08:40	Chapel / Assembly <i>Introduce to school(TBC)</i>	Rec /Chapel	HB / HG & Deputies
15 th Sep 2022	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies
18 th Sep 2022	AM	Parade & Chapel Service	GS	Ceremonial SP HB / HG & Deputies
TBC	PM	6 th Form Open Evening <i>Talk to parents</i>	Rec	HB / HG & Deputies
TBC	P5	6 th Form PSHE Talk to Y11 students (with SAR & APR)	Rec	HB / HG & Deputies
TBC	08:20 - 09:35	Boarders' Council	Library	HB / HG & Deputies
TBC	16:00 - 17:00	Academic Council	Library	DH Girl
TBC	16:00 - 17:00	Co-Curricular Council	TBC	DH Boy
TBC	TBC	Senior Prefect Team Meetings	Various	Each SP Team
16 th Oct 2022	AM	Harvest Festival Parade & Chapel Service	GS	Ceremonial SP HB / HG & Deputies
10 th Nov 2022	15:30 - 16:00	Operations Meeting	Rec	HB / HG & Deputies
13 th Nov 2022	AM	Remembrance Parade <i>*HB & HG to read names</i>	GS	HB / HG & Deputies All Senior Prefects
TBC	08:20 - 09:35	Student Governor Meeting	Rec	HB / HG & Deputies
December (TBC)	PM	Carol Service Soiree Carol Service Reading	Chapel	HB / HG & Deputies



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 and 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.

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

Senior student leaders are expected to be role models 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 Student Leader 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.

Name:

Signature:

Date: