



GORDON'S SCHOOL

Junior Prefect Handbook

and

**Code of Conduct
2020**

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.

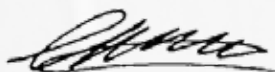
We expect you to display courtesy, diligence, enthusiasm and integrity at all times, setting a high standard and acting as an exemplary role model to other students at Gordons' School. Please ensure you treat all staff and students equally and with respect. As a role model, ensure that all students cared 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
January 2020



Gordon's School Junior Prefects Job Description 2020

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

- Representing and serving Gordon's School (e.g. tour guides, staff interviews, parent consultation evenings etc.)
- Represent their House and student body by taking turns on the termly Boarder's Council
- 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 (e.g. 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 (e.g. tuck shop, buddy, Inter-House, Social events, House committee meetings, Y7 induction period etc.)



Gordon's School Training & Enterprise:

Some Junior prefects will be invited to participate in the G2G Leadership Programme and complete the Institute of Leadership & Management Level 2 qualification, which commences in January 2020.

Junior Prefects are also expected to complete safeguard training with SMF and attend G2G workshops / events throughout the year.



Gordon's School Junior Prefects Code of Conduct 2020

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 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, 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 Meeting and ensure key messages are communicated to all students in your House (e.g. through a designated student voice display board in House, brief peers in House meeting 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 2020

Spring Term 2019

Date	Event	Location	Time
Tuesday 7 th January	ILM Level 2 – Unit 1	Woking High School	09:00 - 15:00
Thursday 16 th January	Welcome meeting	Library	08.20
Monday 20 th January	Junior Prefect Photograph	Rec	13:30
Thursday 30 th January	G2G Leadership Workshop #1	TBC	17:30 - 19:30
Tuesday 11 th February	ILM Level 2 – Unit 1	Woking High School	09:00 - 15.00
Thursday 27 th February	G2G Leadership Workshop #2	TBC	17:30 - 19:30
Friday 28 th February	Boarders' Council Meeting	Library	08:20 - 10:30
Thursday 19 th March	'How to lead with distinction' talk (Onyi Anyado)	Rec	P7
Thursday 26 th March	G2G Leadership Workshop #3	TBC	17:30 - 19:30
TBC	Safeguard Training (SMF)	TBC	TBC

Summer Term 2020

Date	Event	Location	Time
TBC	Boarders' Council Meeting	Library	08.20 - 10.30
TBC	Army Command Tasks	Pirbright (TBC)	TBC

Summer Term 2020

Date	Event	Location	Time
TBC	Boarders' Council Meeting	Library	08.20 - 10.30







Gordon's School

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