



GORDON'S SCHOOL

Senior Student Leadership Team

Head Boy & Head Girl

Deputy Head Boy & Deputy Head Girl

Handbook and
Code of Conduct 2021



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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 Gordons' 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
January 2021



Gordon's School Head Boy & Head Girl Job Description 2021

1. Half-Termly operations meeting with SLT (AM / RJP / 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 & service' to Year 12-13
7. Liaising with Deputy Heads of Sixth Form with regards to 'participation & 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 & Deputy Head Girl Job Description 2021

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 (e.g. 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:

1. *Whitehall Parade (January 2021)*
2. *Guildford Cathedral Memorial Service (January 2021)*
3. *Annual Parade & Prize Giving*
4. *Year 6 Moving on Day*
5. *Year 7 Induction Day*
6. *Year 12 Induction Day*
7. *Remembrance Parade*
8. *Training events (as per your handbook)*

Commitments for all Senior Prefects:

- a. *Guildford Cathedral Service*
- b. *Annual Prize Giving*
- c. *Remembrance Parade*
- d. *Y6 Moving on Day*
- e. *Y7 Induction Day*
- f. *Y12 Induction Day*
- g. *Senior Prefect training events (as per your handbook)*



Gordon's School Senior Prefects Job Description 2021

Ceremonial Prefects

- On duty on Parade days
- 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 guests and usher to seats
- Prepare the chapel with Rev. Sarah 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 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

- *Support WLT in managing Chapel*
- *Ensure students are lined up outside the Chapel in silence, monitor students as they come into the Chapel and help to get the students settled quickly and quietly, each morning. Your duties start at 8.15am.*
- *Pastoral Prefects are expected to provide support and assistance outside the Rec and Dining Hall every weekday during lunch. Duties start at 12.40pm and finish at 1.40pm. You will be responsible for creating a rota.*
- *Assist with Parent Information / Consultation Evenings*

Charity Prefects

- Attend Boarder's 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 5 steps to wellbeing
- Assist Rev. Sarah with whole school charity matters



Gordon's School Head Boy & Head Girl - Key Dates 2021

Spring Term 2021

Date	Event	Location	Time	Who?
Tuesday 16 th March	Operations Meeting (CH)	Stibbon	10:50am	Head Boy, Head Girl & deputies
Tuesday 16 th March	Meeting with new Chair of Governors	Stibbon	16:00pm	Head Boy, Head Girl & deputies
Thursday 18 th March	Student Governors Meeting (invite from Mrs Genetay)	Zoom	08.20am	Head Boy, Head Girl & deputies
ADDITIONAL TRAINING FOR SENIOR PREFECTS:		Assertive training with Mr Pavis (Date TBC) Safeguarding training with Mrs Forster (Date TBC) Tour Guide Training with Mrs Genetay (Not Til Autumn Term)		

Summer Term 2021

Date	Event	Location	Time	Who?
Late April (Date TBC)	Preston International School, Nigeria	Zoom	TBC	Selected Y12 Prefects
Wednesday 9 th June	Co-Curricular Council Meeting	Library (TBC)	08:15am to 08:40am	Deputies
Friday 11 th June	Boarders' Council Meeting	Rec	08.40am	Head Boy, Head Girl & deputies
Saturday 12 th June	Patron's Parade & Fun Day	GS	09.30am to 11.30am	ALL
Monday 14 th June	Academic Council Meetings	TBC	17:00pm	Deputies
Wednesday 16 th June	Student Governor Meeting	TBC	08:20am	Head Boy, Head Girl & deputies
16 th & 17 th June	ILM Level 3 with Miss Hutchings	GS	All day	Head Boy, Head Girl & deputies
Tuesday 22 nd June	'How to lead with distinction' talk by Onyi Anyado	Rec	15:55pm to 16:55pm	ALL
Wednesday 23 rd June	Y6 Moving on Day	GS	All day	ALL



Gordon's School

Head Boy & Head Girl - Key Dates 2021 Continued

Tuesday 24 th June	Y12 Induction Day	GS	All Day	ALL
Saturday 3 rd July	Annual Parade & Prize Giving	GS	All Day	ALL

Autumn Term 2021

Date	Event	Location	Time	Who?
TBC	Operations meeting	Stibbon	TBC	Head Boy, Head Girl & deputies
Friday 3 rd September	New Student Induction Day	GS	All day	ALL
Sunday 19 th September	Parade & Chapel Service	GS	AM	Head Boy, Head Girl & ceremonial
Sunday 17 th October	Harvest Festival Parade	GS	AM	Ceremonial & deputies
Sunday 14 th November	Remembrance Parade (Final Parade)	GS	AM	ALL
TBC	Boarders' Council / Co-Curricular Council / Academic Council / Student Governor Meetings	TBC	TBC	Head Boy, Head Girl & deputies
December (TBC)	Farewell breakfast	TBC	07.50am to 08.15am	ALL



Gordon's School Senior Prefects Code of Conduct 2021

The Senior Student Leadership Team 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 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: