



# GORDON'S SCHOOL

## Senior Student Leadership Team

*Head Boy - Head Girl*  
*Deputy Head Boy - Deputy Head Girl*

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Handbook and Code of Conduct

2020



# HEAD BOYS

September

- S.M. NEWTON. 2005 10088 S. SHARPE.
- R.R. CAIN. 2006 10246 S. VAN SANTEN
- R.R. CAIN. 2007 10642 T. WILLIAMS.
- A.J. DONOVAN. 2008 10436 D. EDWARDS
- G.B. LONG. 2009 10648 I. NELL.
- D.T. BUNTING. 2010 10749 T. WOOD.
- S. IVORY. 2011 10871 J. WRIGHT.
- J. BROOKES. 2012 10991 G. SPENCER.
- D. FAIRCLOUGH. 2013 11055 S. BANNISTER.
- D. ALEXANDER. 2014 11257 J. RUMBALL.
- B. BLACKBURN. 2015 11332 H. CUSDEN.
- M. LESTER-SWINDELL. 2016 11506 S. PARMENTER.
- D.H. GOLDING. 2017 11523 J. HUTCHINGS.
- P.N. WELCH. 2018 11523 J. HUTCHINGS.
- M.J. LOBB. 2019 11523 J. HUTCHINGS.
- D.X. BROOKES.
- P.S. SHARROCK.
- P.M.A. CORBIN.
- D. STAFFORD.
- C.J. CULLINAN.
- G. AVVAKOUM.
- S. O'HARA.
- T.J. HOPE.
- R.A. MITCHELL.
- A.J. JACKSON.
- K.M. FLEMINGTON.
- M.A. FORD.
- S.J. LIMPUS.



# HEAD GIRLS

From January

- 1998 9447 E. WARREN.
- 1999 9528 G. SELFE.
- 2000 9968 M. NESBITT.
- 2001 9563 N. ARASTEH.
- 2002 9563 N. ARASTEH.
- 2003 9745 H. DAVIES.
- 2004 9927 A. RANDOLPH.
- 2005 10117 H. ROACH.
- 2006 10213 R. GIANFRANCESCO.
- 2007 10358 R. NOTO.
- 2008 10431 S. CREW.
- 2009 10567 G. FERGUSON.
- 2010 10740 L. THORPE.
- 2011 10826 O. HUGHES-ALDERSON.
- 2012 10977 M. PAPWORTH.
- 2013 11053 I. BABA.
- 2014 11287 A. ARNOLD-JONES.
- 2015 11840 J. KRUGER.
- 2016 11508 G. PHILLIPS.
- 2017 11679 V. WRIGHT.
- 2018 12696 N. GILBERT.
- 2019 11981



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.

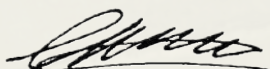
We expect you to display courtesy, diligence, enthusiasm and integrity at all times, setting a high standard and acting as an exemplary role model to other students at Gordons' School. Please ensure you treat all staff and students equally and with respect. As a role model, ensure that all students are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



## Gordon's School Head Boy & Head Girl Job Description 2020

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1. Half-Termly operations meeting with senior staff (ARM / RJP / SAR / AJH)
2. Ceremonial Leadership
3. Termly attendance at Boarders' Council Meeting
4. Termly attendance at Student Governing Body meeting
5. One assembly/chapel speech/reading each, per term, on agreed theme
6. Championing and promoting 'service' to Year 12-13
7. Liaising with Deputy Heads of Sixth Form on '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.



## Gordon's School Deputy Head Boy & Deputy Head Girl Job Description 2020

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1. Co-Chair the termly Co-curricular Council
2. Co-Chair the termly Academic Council
3. Termly attendance at Boarders' Council
4. Termly attendance at Student Governing Body meeting
5. Ceremonial responsibilities
6. Assistance to be provided at Gordonian events (as requested)
7. Co-ordinate the Senior Prefect Team and assist if needed (e.g. absence)
8. Support and make an appearance at Inter-House events, Arete competitions and other Whole School events
9. Guide and support the Senior Prefect Team

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

1. ***Guildford Cathedral Memorial Service***
2. ***Annual Parade & Prize Giving***
3. ***Year 6 Moving on Day***
4. ***Year 7 Induction Day***
5. ***Year 12 Induction Day***
6. ***Remembrance Parade***
7. ***Whitehall Parade 2021***



## Gordon's School Senior Prefects Job Description 2019

### Ceremonial Prefects (x6)

- On duty on Parade days (x8 per year)
- 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 and help with seating.
- To be available the Friday before a parade to prepare the chapel with Rev. Sarah Norbron

### Online Safety Prefects (x4)

- 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
- Create and deliver termly assemblies
- Maintain online safety advice and information, with up to date materials (TV Screen)
- Offer weekly lunch / P8 drop in sessions (library) to advise students on how to keep safe online (demonstrations etc.)

### Development Office Prefects (x4)\*

- 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 (x6)

*Support WLT in managing assemblies  
Ensure students are lined up outside the Rec in silence, monitor students as they come into the Rec and help to get the students settled quickly and quietly, each morning  
Assist with Parent Information / Consultation Evenings  
Lunchtime and teatime supervision of the gym for main school to play basketball  
The Pastoral Prefects are expected to provide support and assistance in the Rec every weekday during registration. Duties will start at 8.15am and finish at 8.40am. You will be responsible for creating your rota.*

### Charity Prefects (x4)

- Attend Boarder's Council meetings (charity focus) and liaise with Houses in ensuring social action takes place and update the BC on any charity events that have taken place
- Organise one whole-school fundraiser per year (E.g. 2019-20: 'row the Atlantic')
- 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 5 steps to wellbeing (assembly to reinforce)
- Assist Rev. Sarah with whole school charity matters



## Gordon's School Head Boy & Head Girl - Key Dates 2020

<b>Spring Term 2020</b>				
<b>Date</b>	<b>Event</b>	<b>Location</b>	<b>Time</b>	<b>Who?</b>
Monday 13 <sup>th</sup> January	Welcome meeting	Library	8am	ALL
TBC	Operations meeting	Stibbon	1pm	Head Boy, Head Girl (& deputies)
Tuesday 15 <sup>th</sup> January	Meeting with Richard Whittington (Chair of Governors)	Stibbon	4pm	Head Boy, Head Girl (& deputies)
Wednesday 22 <sup>nd</sup> January	Assertiveness Training (Mr Pavis)	Library	P7	ALL
Sunday 18 <sup>th</sup> January	Guildford Cathedral Memorial Service	Guildford	AM	ALL
Tuesday 4 <sup>th</sup> February	Safeguard Training (Mrs Forster)	Library	P4	ALL
Tuesday 4 <sup>th</sup> February	Tour Guide Training (Mrs Genetay)	E4	1.10pm	ALL
Sunday 9 <sup>th</sup> February	Parade & Chapel Service	GS	AM	Head Boy, Head Girl (& deputies)
Thursday 27 <sup>th</sup> February	Academic Council Meeting	Library	12.45 to 13.15pm	Deputies
Friday 28 <sup>th</sup> February	Boarders' Council Meeting	Library	8.20 to 10.30am	Head Boy, Head Girl (& deputies)
TBC	Co-Curricular Council Meetings	TBC	TBC	Head Boy, Head Girl (& deputies)
Thursday 19 <sup>th</sup> March	Student Governor Meeting	Library	8.20 to 10.30am	Head Boy, Head Girl (& deputies)
Thursday 19 <sup>th</sup> March (TBC)	'How to lead with distinction' talk (Onyi Anyado)	TBC	P7	ALL
Sunday 22 <sup>nd</sup> March	Parade & Chapel Service	Various	AM	Head Boy, Head Girl (& deputies)
TBC	Command Tasks	TBC	TBC	ALL

## Summer Term 2019

Date	Event	Location	Time	Who?
TBC	Operations meeting	Stibbon	1pm	Head Boy, Head Girl
Tuesday 28 <sup>th</sup> April	Longmoor Cup Drill Competition	GS	2.40 to 5pm	Head Boy, Head Girl
Saturday 6 <sup>th</sup> June	Patron's Parade	GS	9.30 to 11.30am	Head Boy, Head Girl (& deputies)
TBC	Boarders' Council / Co-Curricular Council / Academic Council Meetings	TBC	TBC	Head Boy, Head Girl (& deputies)
TBC	Student Governor Meeting	Library	AM	Head Boy, Head Girl (& deputies)
TBC	Trustee and Governors Lunch	Rec	Lunch	Head Boy, Head Girl (& deputies)
Tuesday 30 <sup>th</sup> June	Y12 Induction Day	GS	All Day	ALL
Wednesday 1 <sup>st</sup> July	Y6 Moving on Day	GS	All day	ALL
Saturday 4 <sup>th</sup> July	Annual Parade & Prize Giving	Various	All Day	ALL
TBC	MHFA Training	TBC	TBC	ALL
18 <sup>th</sup> & 19 <sup>th</sup> June	ILM Level 3	GS	All day	Head Boy, Head Girl (& deputies)

## Autumn Term 2019

Date	Event	Location	Time	Who?
TBC	Operations meeting	Stibbon	1pm	Head Boy, Head Girl
Friday 4 <sup>th</sup> September	New Student Induction Day	GS	All day	ALL
Sunday 20 <sup>th</sup> September	Parade & Chapel Service (New parents welcome drinks)	GS	AM	Head Boy, Head Girl (& deputies)
Sunday 20 <sup>th</sup> October	Harvest Festival Parade	Various	AM	Head Boy, Head Girl (& deputies)
Sunday 10 <sup>th</sup> November	Remembrance Parade (Final Parade)	Various	AM	ALL
TBC	Boarders' Council / Co-Curricular Council / Academic Council / Student Governor Meetings	TBC	TBC	Head Boy, Head Girl (& deputies)



# Gordon's School

## Senior Prefects Code of Conduct 2020

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: .....