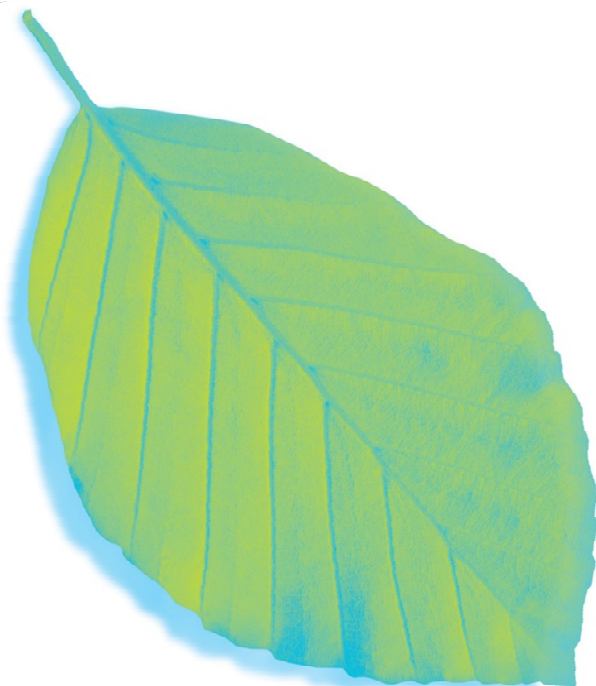




BEECHWOOD *Sacred Heart* School

2018-2019

Boarding Prefects' Handbook



Congratulations!

We are delighted that you have been selected to be a Boarding Prefect.

Being given the title and position of Boarding Prefect is an honour and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on from Beechwood Sacred Heart to university and beyond.

As a Boarding Prefect a weight of responsibility rests on your shoulders. Boarding Staff will ask you to take on extra duties in addition to your normal studies and extracurricular activities and expect you to behave in an exemplary manner at all times, setting the standard by which the other students measure themselves. You will play a crucial role in ensuring that the ethos of the school carries across to all areas of school life.

Members of the Boarding Community will look up to you and will follow your example therefore it is imperative that you set a good example. Your actions, and the way you conduct yourself, are especially important and will have a big impact on life at Beechwood Sacred Heart School. You will need to treat all pupils equally and fairly and work to ensure that the pupils you represent are cared for and supported. At times they will need you to listen to them and they will need your help and advice to work through their problems. There may be new students who feel alone or left out and it is your responsibility to make these students feel welcome and included in aspects of school life.




Remember, you are a vital support to the boarding staff and it is important to communicate effectively and maintain a positive relationship with them.

In essence, being a Boarding Prefect is not about you it is about the community you represent.

BOARDING PREFECT DUTIES

Week days (Monday – Friday)

Dining Hall Duties:

-  At 7.30am, when the bell has sounded, report to the Dining Hall to register with staff and then go and call any boarder who has not yet arrived for breakfast. These boarders are to be entered as late on the breakfast board. You will be expected to remain in the dining hall until the last boarder has registered.
-  At 6.00pm, when the bell has sounded, report to the Dining Hall to register with staff and then go and call any boarder who has not yet arrived for dinner (Mon - Thurs).
-  Boarding prefects will help say Grace at the start of supper.

SIXTH FORM WEEKEND DUTIES

(Saturday & Sunday)

Saturday:

- 1:30pm From the Spring Term Prefects will be on duty to escort years 7 - 9 into town for shopping if necessary. Such town trips should only take place with the permission of a senior member of the Boarding Staff.
- 10:00pm Prefects to clean the kitchen area of the common areas and tidy.

Sunday:

- 10:00pm Make sure Common Room, Kitchen and Sixth Form Centre rooms are tidy.

Other Duties:








Prefect Activities: Each half of term the Boarding Prefect Team are expected to arrange a fun activity of 30-60 minutes with all boarders

Boarders' Council: A representative is chosen from each year group in a secret vote. They meet with the Prefect Team to put forward their ideas and suggestions. These suggestions are discussed in a meeting with the Head and the Head of Boarding. You should aim to hold a meeting each half term and ask each representative to gather ideas and suggestions from their year group.

Breakfast Club: Prefects may be asked to assist staff with Breakfast Club on occasion.

If you have made arrangements, in advance, to be out of school at any time it will be your responsibility to arrange for another Prefect to cover your duties.

Boarding Prefects' Responsibilities

-  To be a Role Model for the Boarding Community.
-  To follow the Boarding guidelines, laid down in the Boarding Handbook.
-  To encourage others to follow the guidelines.
-  To represent the views of the other Boarders.
-  To listen to any worries or concerns of members of the Boarding Community.
-  To be willing to help to ensure the smooth running of the Boarding House at Beechwood.
-  To help all boarders to integrate into the community.

Leadership attributes

You might not see a direct link between leadership and being a Boarding Prefect, but there is one. You will have been chosen as a Boarding Prefect based on certain skills and qualities that you already have or for the potential that has been recognised in you. Many of these skills and qualities are common with leadership, such as: confidence, decisiveness and the ability to communicate effectively.

The Basic Skills of Outstanding Leadership:

Integrity

Integrity means honesty and more. It refers to having strong internal guiding principles that one does not compromise. It means treating others as you would wish to be treated.

Integrity promotes trust, and not much is accomplished without trust.

Communication

Communication in the context of leadership refers to both interpersonal communications between the leader and followers and the overall flow of needed information throughout the organisation.

Leaders need to learn to be proficient in both the communication that informs and seeks out information (gives them a voice) and the communication that connects interpersonally with others.

Relationships

Networking is also a relationship skill. Relationships develop good interpersonal and group communication skills.

A leader who likes dealing with people issues, who can initiate and deepen relationships with others, has a great leadership advantage. This is a leader who can build a team and achieve impressive results.

Persuasion

The ability to positively influence others and cause them to move in a particular direction is a highly important skill in leadership. Your ability to be persuasive is directly related to how much people trust you and how good your communication and relationships are.

Adaptability

Adaptability and flexibility in not being bound by a plan are important success factors.

The leader must move easily from one set of circumstances (the plan) to the next (if the plan is not going as expected) and take them all in their stride, even when the circumstances are unexpected.

The good leader has to embrace change and see it as opportunity.

Teamwork

Teamwork is an important and often neglected part of being a prefect. A school does not simply have a number of individual students who are identified as prefects. There is more to it than that; it has a team of prefects who are part of a prefect system.

No one person can do it all. That's why a team, comprised of others with different skill sets, is essential. A leader must know how to build and nurture such a team.

Decision-making

A leader must be able to wade through information, comprehend what is relevant, make a well-considered decision, and take action based on that decision. Making decisions too quickly or too slowly will impede your leadership effectiveness.

Key questions to ask yourself:

Integrity

How deep are your convictions on the things you believe in? What do you believe in **SO MUCH** that you will stand up to anyone about it? How much are you willing to compromise your important beliefs? To what extent do your behaviour and the choices you make align with your guiding values and principles?

Communication

How much and how willingly do you speak out and keep information flowing? Conversely, can you keep confidential information private? How often can and do you listen more than you speak in conversations with your peers? How do you handle 'bad news' when you receive it?

Relationships

What is the level of trust and respectful feelings you have with each of your peers? How easy or difficult is it for you to initiate new relationships or deepen existing relationships?

Persuasion

How persuasive and influential are you? Under what circumstances can you persuade others to your point of view? To what extent do people value your opinion and follow your lead?

Adaptability

To what degree can you relinquish control? When is it easy and when difficult for you to embrace change? How do you react when things don't go as planned?

Teamwork

To what extent do you value working cooperatively as part of a group? How do you promote teamwork among those you lead? In what ways do you work collaboratively with your peers? How do you handle team conflict?

Decision-making

How comfortable are you with having to make the 'final decision' on things? Do you have any tendency to decide too quickly without due consideration or, conversely, to gather data, analyse and ponder endlessly and be unable to decide? In what areas do you struggle with making firm decisions and standing up for what you believe?

Boarding Prefect Self-evaluation Questionnaire

(to be completed at the end of the year)

What did you enjoy or find most satisfying working in your role as Prefect this year:

Is there anything you found difficult or did not enjoy:

Please rate your leadership and communication skills:

Place a tick ✓ showing your rating – 5 being the **strongest**

	1	2	3	4	5
I rate my leadership skills as					
I rate my communication skills as					

Did being a Boarding Prefect help you to improve or develop in any way?

Are there any areas in which you feel the role of Boarding Prefect can be improved next year?

Boarding Prefect Contract

Boarding Prefects have to sign a ten-point contract in front of witnesses and this is then kept in the Headmaster's office. If any prefect reneges on the contract, their badge and office will be taken away. This contract is the same as that signed by a school prefect and doesn't need to be repeated.

Code of Conduct for Beechwood Sacred Heart Prefects

I accept my badge as a prefect at Beechwood Sacred Heart School for this year. I agree to carry out the following duties and responsibilities.

To maintain a high standard of behaviour and conduct and to wear my prefect's badge with pride.

To obey the school rules in their entirety and without question.

To help members of the staff to perform their daily duties.

To take an active part in school affairs and lead others by example.

To take an active part in school functions, helping and organising whenever I am asked.

To represent the school at any public function whenever I am asked.

To take an active part in all house activities, leading by example.

To help new pupils, especially new pupils during their introduction to the school.

To assist visitors to school at all times by being polite, friendly, and courteous.

To maintain a high standard of cleanliness and tidiness throughout the school.

Over and above this code of conduct it is expected that all Beechwood Sacred Heart students will be ambassadors of the school.

I, _____ have read and understood my Prefect's Code of Conduct and I agree to carry it out to the best of my abilities.

Boarding Prefect

Mrs Helen Rowe, Acting Head