



Prefect's Code of Conduct & Duties

Prefect's Code Of Behaviour

Requirements for prefect ship Qualifications and experience

Prefects

The first Prefect Body was elected for 2014 from Grade 12 learners. This body consists of 5 boys and 5 girls. (This may change as our school numbers increase.)

Interested learners must apply for the position of Prefect. Applicants must meet a list of criteria ranging from academics, discipline and extra-mural involvement. Each one will then have an opportunity to introduce promote themselves to the school.

All learners and teachers will have an opportunity to vote - weighting of votes will be: 70% learner votes and 30% teacher votes.

The elections will take place in August of the applicants' Grade 11 year and the successful candidates will be announced at this time. They will then begin a probation period during which they will conduct normal Prefect duties. The Prefect Committee together with the Executive Head will evaluate their performance at the end of the year and reserve the right to remove candidates from the Prefect Body who do not comply with the expected role and responsibilities of a Prefect. The applicant with the next highest amount of votes can be appointed in his / her place.

At the start of the Grade 12 year, an Inaugural ceremony will be held in which the prefects will receive a contract, which includes their duties and responsibilities.

Head prefects will be voted for by the Prefect Body members and announced at the start of the year. The Prefect Committee together with the Executive Head have the final authority.

CRITERIA FOR CONSIDERATION:

Academic

- Learners must have passed all school terms during the year of election.
- A learner cannot be considered as a possible failure.

Personal skills and aptitudes

- Self-confident: be bold and assertive.
- Ability to speak in public, to students and adults.
- Team working skills.
- Be organised and resourceful.
- Be polite, honest, reliable, punctual and hardworking.



Extra-murals

- Learner must have participated in at least one school extra-mural activity in the year of election.

Demerits

- Learner may not have more than 30 demerit points on his / her record during the year of election.

Curro pillars

- Learners must represent and adhere to the principles and values represented by the four pillars of Curro:
 1. Child-friendliness
 2. Christian ethos
 3. Positive discipline
 4. Creativity

Responsibilities

- Prefects must adhere to School rules and regulations at all times.
- The main duty of prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the school.
- Prefects should serve as mentors to junior students.
- Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- Prefects academic and behavioural standards must be maintained.
- Prefects will always work in the interest of the school.
- All demerit slips from prefects must be reported to the Discipline Head on a weekly basis.

A Prefect's Code Of Behaviour

TO DEMONSTRATE OUR SCHOOL VALUES, RESPECT, HONESTY, COOPERATION, CARING AND ACHIEVEMENT AND THE FOUR PILLARS OF CURRO.

Conduct:

A PREFECT will:

- value and keep our school rules
- provide an excellent model of behaviour for other students
- be helpful towards teachers, parents and school visitors
- be courteous at all times
- be reliable and responsible
- be helpful and kind to students in need
- report all incidents of concern to appropriate teachers
- care for school property
- avoid all forms of discrimination

Uniform:

A PREFECT will:

- wear full school uniform



- encourage other children to wear school uniform
- wear their badge with pride

Attitude:

A PREFECT will:

- participate fully in school activities
- support all school activities
- respect the rights of others at all times
- accept directions willingly
- be co-operative with teachers and fellow students
- care for others, especially smaller or younger children
- respect teachers and visitors to our school
- report any incidents of bullying/any other infringement

Membership of Student Leadership Body

1. They will become members following an inauguration ceremony by the school administration in a solemn general assembly of the school.
2. Prefects shall carry a badge that distinguishes their office of service.
3. Each prefect shall have a document defining his/her area of competence, roles and duties.
4. Prefects shall, in discharging their duty, act in love, assuming the role of senior brother/sister to the junior ones placed in their charge.
5. Prefects shall promote discipline in all their domains, coordinated by the head prefects.
6. Prefects will ensure the smooth functioning of the school in matters of peace, order and discipline and strict respect of school rules and regulations without fear or favour.
7. The school administration will convene prefects meetings to revamp, revitalize and discuss matters affecting the day to day student life in the community.
8. The prefects shall be boys/girls of integrity, who will teach by examples respecting the rules and regulations of the institution.
9. The prefects shall not sublet their authority to their friends for convenience.
10. They will in all school activities lead and serve.
11. The prefect will in everything represent the school image positively. He/she shall ensure the pursuit of academic excellence and orderly behavior, even when not in school uniform or on school property.
12. His/her moral and academic life shall always be a model for the student community to emulate.

A Prefect's Pledge

As a Prefect of Curro Roodeplaat High School, I promise to perform my duties earnestly, and to the best of my ability uphold the Prefect's Code. I will wear my uniform with pride. I will endeavour to set an example by my good behaviour, honesty and effort which will influence younger children to become helpful school citizens. I will always demonstrate our school values contained in the four pillars of Curro - Christian ethos, child friendliness, creativity and positive discipline. I will adhere to and implement our school's Code of Conduct at all times. Above all I pledge to proudly uphold the name of Curro Roodeplaat and all it represents.

Prefect posts and the role and responsibilities of each

The table below is designed as a guide or framework.

Title, Accountability, who the prefect is responsible to (equally, who is responsible for each post), Main duties, the purpose of the post, e.g. promote sports in the school and assist the sports master in



The detail to be included in the description of each post is left to the discretion of the teacher in charge, the Prefect Committee and the Principal bearing in mind that the purpose of a post description is to aid school administration.

Duties

1. Head Prefects Public Relations

Report to; Teacher in charge of Discipline, Prefect Committee members and Top management and Executive Head.

Duties:	
1	Maintain collaboration amongst prefects.
2	Coordinate prefect activities & - meetings & mentorship programme.
3	Provide link between prefects and administration.
4	Represent the student body.
5	Function as a member of the disciplinary council of the school.
6	Coordinate and manage the Grade 8 orientation programme together with the allocated staff member/s.
7	Represent the school and promote the image of the school - Public relations
8	Uniform and Appearance Duties: *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
9	Other duties, as assigned by the school administration.



10	Overview of all activities organised by other prefects
11	Ensure that prefects set a good example
12	Working in co-operation with prefects; to establish traditions for future generations

2. Sport Prefect

Report to; Teacher in charge of Discipline, Prefect Committee members, top management and Executive Head.

Reports to Sports Manager

Duties:

1	Sport Prefect
2	Assist, through close collaboration with, the sport manager.
3	Assist in supervising and organising games and other sporting activity, in an orderly, disciplined and effective manner.
4	Ensure correct use and maintenance of sports equipment and facilities.
5	Promote sports and encourage orderly involvement and achievement in sport
6	Uniform and Appearance Duties - *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
7	Other duties, as assigned by administration



3. Cultural Prefect

Report to; Teacher in charge of Discipline, Prefect Committee members, top management and Executive Head.

Report to Culture Head

Duties:

1	Ensure students uphold and participate in religious and cultural life of the school, report activities contrary to this.
2	Assist religious committee to implement religious programmes of the school; eg bible studies, prayer groups, morning devotions, communion, collections.
3	Assist and promote with any cultural activity of the school (drama production, school newspaper, debate, speech festivals etc.)
4	Ensure order, peace and cleanliness in assembly.
5	Ensure that sound system is in place
6	Ensure that the podium is in place.
7	Ensure that chairs are in place.
8	Uniform and Appearance Duties *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
9	Other duties, as assigned by administration



4. Social Prefect

Report to; Teacher in charge of Discipline, Prefect Committee members, top management and Executive Head.

Report to Head of Social Committee

Duties:

1	Assist teacher in charge of Socials and social activities - to produce and coordinate a social programme for students.
2	Ensure effective functioning of school clubs.
3	Must be present at school social events and is responsible for order during social activities.
4	Responsible for care of equipment and facilities used for school social events.
5	Represent the students in external social events.
6	Uniform and Appearance Duties *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
7	Other duties, as assigned by administration



5. Environmental / Community Service Prefect

Report to; Teacher in charge of Discipline, Prefect Committee members, top management and Executive Head.

Reports to Teachers in charge of Community Service/Discipline.

Duties:

1	Check lights, water facilities and fans function and report irregularities.
2	Promote judicious use of the above.
3	Promote correct use of furniture and fittings, and report cases of damages need for repair or replacement to appropriate staff.
4	Report students responsible for deliberate damage to property.
5	Check school grounds after breaks, or other events held and ensure neatness and cleanliness.
6	Promote ,co-ordinate and execution community service programme
7	Encourage picking up of litter
8	Uniform and Appearance Duties *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
9	Encourage recycling from school and home
10	Other duties, as assigned by administration



ALL PREFECTS: Grade 8 Orientation & Mentorship

(DURING THE FIRST TWO TERMS)

Report to; Teacher in charge of Discipline, Prefect Committee members, top management and Executive Head.

Report to Grade 8 Head

Duties:	
1	Coordinate mentorship programme
2	Assist staff responsible for the Grade 8 orientation and “Groentjie konsert” programme
3	Other duties, as assigned by administration
4	Uniform and Appearance Duties *Assist staff in ensuring that school uniform policy is respected at all times. *Appearance - Assist in ensuring that the policy regarding appearance is respected at all times.
5	Other duties, as assigned by administration

Compiled by M. MAY in collaboration with the Prefect Committee and the Executive Head –

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