



St Philip Howard
Catholic High School
Specialist Humanities School

March 2016

Dear Parent/Carer

I am pleased to inform you that we will be starting the process of selecting Year 10 students to undertake the role of Prefects to begin after the Easter break. The Prefects will play an increasingly active role in the life of the school. Attached is the Prefect job specification which students should use as a guide to writing an application of suitability. This should be no more than one side of A4.

In order to identify those pupils that will be most suited to the role of Prefect, the views of all of the teaching staff have been requested and will be considered, and we will also refer to the most recent expanded interim report, behaviour logs, attendance data and uniform. To ensure that the process is inclusive, all pupils are invited to apply for Prefect Status.

We intend to appoint the first round of Prefects in a Celebration Assembly on Thursday 24 March, where selected Prefects will be presented with a certificate, badge and letter, inviting them to take part in this very exciting and challenging new school role.

We are extremely proud of our wonderful pupils and we always strive to provide them with as many opportunities as possible to develop their independence and leadership.

Whilst this will be a happy occasion for some, we are aware that other pupils may be disappointed, so we wish to reassure parents/carers that there will be other opportunities to achieve Prefect status during the autumn and spring terms of Year 11.

All letters of application should be submitted by hand or email to form tutors by **Friday 18th March, 2016.**

Should you have any questions regarding this process, please don't hesitate to contact me.

Yours sincerely

Miss R Duckers
Head of Year 10

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Headteacher: **David Carter**



Prefect Job Description

As a prefect your roles are as follows:

1. To promote, uphold and support the Catholic Christian ethos of the school.
2. To ensure that your behaviour, effort and personal appearance are of the highest standard at all times and that attainment is in line with or exceeding target grades.
3. To be a positive role model to younger pupils as well as being a peer mentor to Year 7 students.
4. To carry out one morning, one break and one lunch duty per week.
5. To plan and deliver assemblies to younger students termly.
6. To attend whole school events including parents' evening, open evening, inductions, fundraising events and concerts.
7. To attend and contribute to School Council meetings.

I fully adhere to the expectations and requirements of being a Prefect and understand that by breaking one of these responsibilities could lead to my appointment being withdrawn.

Signed _____

Date _____