



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

POLICY ON PREFECT'S DUTIES, POWERS & RESPONSIBILITIES

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2025.

Reviewed: September 2024

Next Review: September 2026

Selection

The Headmaster will appoint the Head boy and girl and their deputies on the recommendation of senior staff.

All pupils in the final year group will take on the role of monitor and attend prefects' meeting.

Criteria

Head Prefects will be chosen for their ability to meet the requirements of the job description listed below and for their ability to provide sound and even-handed leadership to the whole school.

Essential attributes are one or a combination of the following:

- A willingness to serve, to do duties when asked, to volunteer etc.
- A sensible disposition and pleasant nature allowing for good relationships with all members of the School family.
- The ability to lead, to show initiative etc.
- Caring and consideration of others.
- Ability to communicate with all age groups.

School Monitors - Job Description

It is expected that monitors will demonstrate, in their everyday lives, all the values that the school upholds: kindness, perseverance, awareness, generosity, honesty and independence.

Reporting: Prefects report to the Heads

Position Objectives:

- To be a leader by example, within the pupil body.
- To demonstrate independence, responsibility and reliability.
- To monitor the welfare of other pupils



- To assist in the organisation of school activities and events.

Key tasks

1. To be a role model for other pupils.

Expectations:

- To wear the school uniform correctly and with pride.
- To behave in an exemplary manner.
- To demonstrate good work habits.

2. To be competent in self-management.

Expectations:

- To have good personal organisation skills.
- To be punctual and well-prepared for their responsibilities.
- To be able to carry out delegated tasks efficiently.

3. To be aware of the needs of fellow pupils.

Expectations:

- To be aware of situations which may affect pupil welfare.
- To take the initiative when staff are not present.
- To act as a care-giver for other pupils who may need assistance.
- Prefects and monitors may not give out punishments.

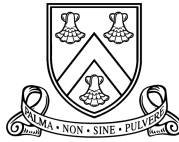
4. To become involved in regular and special school events.

Expectations:

- To look after visitors to the School.
- To assist in assembly organisation.
- To arrange facilities for school activities.
- To assist and direct parents who are attending school functions.
- To read in some formal services.
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Checklist of Responsibilities

- To be a good role model for others in the school by manner, dress, overall appearance and attitude to others.
- To promote the correct values (kindness, perseverance, awareness, generosity, honesty and independence) and standards of behaviours.
- To help meet the needs of others by giving care and assistance to the pupils in the school.
- To assist with the dining room routines and some break routines.
- To show new parents the school.
- To read in Chapel, assemblies and major events.



- Prefects and monitors should report problems to the nearest member of staff, or to the Heads as required.
- They are not required to intervene in arguments or fights.
- They are not to take matters in to their own hands and try to exert excess power over other pupils in the school.
- Prefects and monitors to set up projects on designated topics, i.e. school tidiness or 'Anti-Bullying Week'. To work in conjunction with the House Captains to support the House Competitions.
- To work in conjunction with the Head Boarders to ensure effective support to all boarders.
- They will be encouraged to initiate a day for charity e.g. 'Africa day' etc. in the Summer Term.
- They will have a link with the Pre-Prep and over the year experience helping in the Pre-Prep class.
- Through discussion with senior staff they will become acquainted with methods of caring for the other children, how to become aware of problems and how they should act in response.

Head Boarder Job Description

Head boarders are appointed by the Head of Boarding after discussion with the boarding staff and the Heads. It is expected that Head Boarders will demonstrate, in their everyday lives, all the values that the school upholds (kindness, perseverance, awareness, generosity, honesty and independence) and they are likely to work closely with the prefect community.

Reporting: Head Boarders report to the Headmaster via the Head of Boarding.

Position Objectives:

- To be a leader by example, within the boarding houses.
- To demonstrate independence, responsibility and reliability.
- To report to the House Parents on boarding matters as required. To monitor the welfare of other boarders.
- To assist in the organisation of boarding activities, excursions and events.

Key Tasks

- To be a role model for other boarders.
- To assist in the day to day running of the boarding houses. To identify issues in the boarding house which require attention.

Expectations:

- To wear the school uniform correctly and with pride.
- To provide advice and support to all boarders.
- To behave in an exemplary manner.
- To demonstrate good work habit.
- To be competent in self-management.



- To have good personal organisation skills.
- To be punctual and well-prepared for their responsibilities.
- To be able to carry out delegated tasks efficiently.
- To be aware of situations which may affect boarder welfare.
- To take the initiative when staff are not present.
- To become involved in regular and special school events.
- To look after visitors to the boarding houses.
- To assist the boarding staff in the execution of boarding activities, events and excursions.
- To assist and direct parents who are attending boarding and school functions.
- To read in some formal services.

Checklist of Responsibilities

- To be a good role model for others in the school by manner, dress, overall appearance and attitude to others.
- To promote the correct values (kindness, perseverance, awareness, generosity, honesty and independence) and standards of behaviours.
- To help meet the needs of others by giving care and assistance to the boarders in the school.
- Prefects and monitors may not give out punishments.
- Try to take a genuine interest in the younger boarders. Ask how their day has been. Praise them for their achievements and encourage them to try hard in all areas of school life.
- To assist with the dining room and after school routines.
- To show new boarding parents the school and, specifically, the boarding houses.
- Head Boarders should report problems to the nearest member of boarding staff, or to the Heads as required. They are not required to intervene in arguments or fights. They are not to take matters in to their own hands and try to exert excess power of other pupils in the school.
- Through discussion with senior staff they will become acquainted with methods of caring for the other children, how to become aware of problems and how they should act in response.