

# **PREFECTS MANUAL**

## **DUTIES**

Duties are ***RELATIONSHIP BUILDING TIMES (NB – These should be rotated so as to allow prefects to serve in different areas and for the more difficult ones to be shared)***. Don't think of them as boring; think of them as an opportunity to build relationships, with God or with other pupils or staff.

### **1. CORRIDOR DUTY**

#### **GENERAL CORRIDORS:**

No children are allowed in the classrooms during break.

No children are allowed to stay in the corridors at break time; they must all go onto the field.

If a pupil says that their teacher told them they could stay in the classroom at break, tell them that is not possible, put their name and class on an Incident Report Form (IRF), and give to TIC PREFECTS.

At the START of break, go to the classroom of the teacher in charge of that corridor (Infants AND Juniors AND Seniors) and sign your initials on the form.

At the END of break, go back to the Teacher in charge and sign out.

Prefects on corridor duty are not allowed their friends or other Prefects to stay with them during break time. This can be distracting and cause problems.

Prefects on corridor duty are to walk up and down the corridors, not just sit in one place and 'blob' for the duration of break.

Prefects are allowed to eat their break while they walk up and down the corridors.

This is a relationship building time for you and God. Pray for the kids in your class, for your friends, for the staff, and for the school. Talk to the Lord.

#### **INFANTS CORRIDOR:**

The Infants ARE allowed to come and put their lunch boxes back in their bags, but they are NOT allowed in the classrooms unless the teacher is working with them.

They are not allowed to run in the corridor, and they are not to make a huge noise in the toilets – this happens regularly!

### **2. DETENTION DUTY**

- ☞ Assist the Detention Duty staff to supervise the children who are sent to detention
- ☞ As soon as the bell goes for break, go to the Detention teacher's classroom and sign in on the Duty form. ( Junior Detention and Senior Detention )
- ☞ Sometimes the Detention teacher will stay in their classroom, and sometimes they will leave. Whether they are there or not, you stay in the detention room for the

## WHOLE of break

- ☞ Write down the name of the child and reason for detention in the detention book which the teacher will have, if the teacher has not done so.
- ☞ When the pupil has finished their work, stamp their work with the detention stamp, and direct the pupil to the corner of the classroom by the door, where they must sit on the floor and eat their break (IF this is okay with the Detention Teacher – check).
- ☞ Pupils are NOT to talk in detention, while working or eating their break.
- ☞ Pupils must stay INSIDE the classroom for the whole of break, and not go outside.
- ☞ At the end of break, make sure all the pupils are gone, there is no mess in the classroom, and sign out on the Duty Form.

### **3. BREAK FIELD DUTY**

As soon as the break bell goes, go to the field and find the Teacher on Break Duty.

- ☞ Introduce yourself *by name* in case the teacher does not know you, and explain that you are there to help, is there anything they need.
- ☞ If there is no Teacher on Break Duty, do not go and find one. Stay at your post, and tell the TIC Prefects straight after break so they can follow it up.
- ☞ Walk around the field during break, DO NOT just sit and ‘blob’ or talk to your friends.
- ☞ Ensure that no rough games are being played, no balls are being thrown near the classrooms, and there is no bullying or bad behaviour.
- ☞ Watch out for children who are sitting by themselves. If you see someone by themselves, go and talk to them, find out their name and class, and befriend them. If you can, find some other pupils who you know are caring, and introduce them. Build relationships. Minister to that pupil, don’t just ignore them.
- ☞ If a pupil gets hurt during break, inform the Teacher on Break Duty, and then take the child to the sick bay, not to the TIC Prefects.
- ☞ Children without hats are not allowed to play on the field.
  - ☞ Write their name, class and house on an IRF
  - ☞ Instruct them to STAND (not sit) in the shade for the duration of break.
  - ☞ They may eat their break while they stand there.
  - ☞ Their friends are not allowed to stay with them. This is a form of discipline to help them to remember their hat next time.
- ☞ At the end of break, these ‘hatless’ children must go to the back of their class line, and line up like everyone else.
- ☞ When the bell goes for the end of break, check with the Teacher on Break Duty to see if they need any assistance.

### **AT THE END OF BREAK, ALL PREFECTS:**

- ☞ Go and stand in front of your class, who should be sitting quietly in a row

- ☞ Wait for the Teacher on Break Duty to make any announcements, and when they dismiss you, take your class back to their classroom in an orderly fashion.
- ☞ If your class's classroom is open, take them in, get them to put their hats and break away, and sit quietly at their desk.
- ☞ If their classroom is locked, the children must line up outside the classroom quietly. If the teacher is a long time, get the children to sit quietly in a row outside the classroom to help supervise them better.
- ☞ Stay with them until their teacher comes.
- ☞ If the teacher comes very late on a regular basis, inform the TIC Prefects and they will follow this up through the right channels.
- ☞ Grade 7 classes have no prefects at certain times of the year. They MUST wait for the Break Duty Teacher to excuse them, and MUST line up like all the other classes. They are not to go back to their classrooms whenever they want. If you see this happening, speak to the TIC Prefects.
- ☞ On a Thursday when there is a staff meeting, you must stay with your class until the staff meeting is over. This can be quite late, but keep the class meaningfully occupied if possible.

#### **4. LUNCH FIELD DUTY**

- ☞ As soon as the lunch bell goes, go to the field and find the Teacher on Break Duty. (If you have sports that afternoon, change quickly first).
- ☞ Introduce yourself *by name* in case the teacher does not know you, and explain that you are there to help, is there anything they need.
- ☞ If there is no Teacher on Lunch Duty, do not go and find one. Stay at your post, and tell the TIC Prefects straight after lunch so they can follow it up.
- ☞ Walk around the field during lunch, DO NOT just sit and 'blob' or talk to your friends.
- ☞ Ensure that no rough games are being played, no balls are being thrown near the classrooms, and there is no bullying or bad behaviour.
- ☞ Watch out for children who are sitting by themselves. If you see someone by themselves, go and talk to them, find out their name and class, and befriend them. If you can, find some other pupils who you know are caring, and introduce them. Build relationships. Minister to that pupil, don't just ignore them.
- ☞ If a pupil gets hurt during lunch, inform the Teacher on Lunch Duty, and then take the child to the sick bay, not to the TIC Prefects.
- ☞ Children without hats are not allowed to play on the field.
  - ☞ Write their name, class and house on an IRF
  - ☞ Instruct them to SIT outside in the shade for the duration of lunch.
  - ☞ They may eat their lunch while they sit there.
  - ☞ Their friends are not allowed to stay with them. This is a form of discipline to help them to remember their hat next time.
- ☞ When the bell goes for the end of lunch, check with the Teacher on Lunch Duty

to see if they need any assistance. If not, you may go.

## **5. GATE DUTY**

- ☞ As soon as the lunch bell goes, go to the field and find the Teacher on Break Duty. (If you have sports that afternoon, change quickly first).
- ☞ Introduce yourself *by name* in case the teacher does not know you, and explain that you are on Gate Duty.
- ☞ If there is no Teacher on Lunch Duty, do not go and find one. Stay at your post, and tell the TIC Prefects straight after lunch so they can follow it up.
- ☞ No children are to go out the gate unless accompanied by an adult. There are NO exceptions.
- ☞ Parents are not to sit and hoot and expect the children to run out. Explain that you are very sorry, but that is not allowed, for security reasons. Any problems with parents refer them to the Teacher on Lunch Duty.
- ☞ If a child has a Gate Pass, they must go out the Staff Car Park Gate, as the security guards there have the list.
- ☞ If children ask you to go out and buy them an ice cream, that is not allowed. You are on duty. They must ask a friend who is going out with their parents, or make another plan.
- ☞ When the bell goes for the end of lunch, check with the Teacher on Lunch Duty to see if they need any assistance. If not, you may go.

### **DUTY NOTES:**

- ☞ If you cannot do a duty, it must be for a legitimate reason.
- ☞ It is YOUR responsibility to find a replacement, and then let the Head Boy or Girl know the changes.
- ☞ If you have tried everyone, and cannot find a replacement, the Head Boy or Girl will organise something, or do the duty themselves.
- ☞ If a prefect is sick, it is the Head Boy and Girl's responsibility to swop the sick prefect's duties with another prefect, and inform them of the changes.

### **PUNISHMENTS**

- ☞ A prefect may NOT give any punishments to children apart from the ones outlined below.  
You are not to tell children to jump up and down, run to the wall, or anything else.
- ☞ Incident Report Forms are to be filled out in duplicate (two copies). Both copies are given to the TIC Prefects. If she is not in her office, IRFs can be pushed under the door, or put through the window onto her desk. The TIC Prefects will fill the details in a book, and give a copy to the class teacher and the Head.
- ☞ A child with no name badge does not get lines. Fill out an Incident Report Form (IRF), give it to the TIC Prefects, and house points are deducted.

- ∞ An IRF is also filled in for children who have no hats at break or lunch times. Lines are not given for this offence, and the punishment is followed as outlined in BREAK FIELD DUTY.
- ∞ Suitable Punishments are as follows :

Grade 3 punishments:

1. write a word 10 times neatly (words below)
  2. or write the 3 x table out neatly
  3. or find a dictionary and write the meaning of a given word from the dictionary
- Words that can be used are : 'obedience', 'discipline', 'kindness', 'manners', 'considerate', 'thankful', 'diligent'

Grade 4 punishments:

1. write a word 10 times neatly
  2. or write the 4 x table out neatly
  3. or find a dictionary and write the meaning of a given word from the dictionary
- Words that can be used are : 'obedience', 'discipline', 'kindness', 'manners', 'considerate', 'thankful', 'diligent'

Grade 5 punishments:

- ∞ A stream children, 30 lines
- ∞ B stream children, 20 lines
- ∞ C stream children, 15 lines
- ∞ TC children, 10 lines

Grade 6 and 7 punishments:

- ∞ A stream children, 50 lines
- ∞ B stream children, 40 lines
- ∞ C stream children, 30 lines
- ∞ TC children, 25 lines

Lines must not be longer than the width of a page. They must always be of a positive nature, and NEVER negative. For instance, never ask a child to write lines of 'I am a stupid idiot' or 'I am a disobedient person'. Give the child a scripture to write out, if possible one fitting the situation ('For God so loved the World', 'praise the Lord at all times', 'pray in every situation' etc) or a positive confession such as 'I will have good manners' or 'I will walk in the corridor'.

Do not let them feel mocked or made to feel stupid. By giving lines, you are SERVING them, helping them mature and be responsible. You are not to bully them or make them feel silly.

- ∞ Any behaviour such as bullying, fighting, swearing or suspected stealing is

considered very serious, and should be dealt with by a member of staff and not by a prefect. Take the child to the member of staff on duty if it is break or lunch time, or to the TIC Prefects, or the child's class teacher. Always fill out an IRF and give it to the TIC Prefects for incidents like these.

- ∞ A prefect must be the example. You cannot expect a pupil to wear their hat if you are not wearing one. If you are found breaking the rules that you have been chosen to uphold, you will be held accountable.
- ∞ Before you ask other children to pick up litter or straighten their ties, make sure that YOU have picked up some litter, and that your uniform is neat and tidy. Lead by example.

## **ASSEMBLIES AND SINGING PRACTICES**

### **ASSEMBLIES:**

- ∞ The prefect must go to their allocated class 5 minutes before assembly.
- ∞ If the teacher is busy, don't barge in and interrupt. Make sure the teacher can see you, and wait until a suitable time.
- ∞ Help the teacher line the class up and take them to the hall.
- ∞ STOP outside the hall, and make sure the whole class is totally quiet before you lead them in.
- ∞ After you have seated your class, go to your allocated position in the hall, and STAND with your hands behind your back, in an attitude of service and alertness. Prefects never sit in assembly. It is a duty time, not a time for relaxation and 'being served'.
- ∞ Always show parents or staff to seats, and try to get seating for any who are standing.
- ∞ If children are messing around :
  1. FIRST, give them an 'eye contact' warning
  2. then go to them QUIETLY and tell them to stop whatever it is they are doing
  3. If they persist in misbehaving, call them by beckoning with one little finger or going to them (NOT making a big show of it) and ask them to sit by the side or at the back.
- ∞ Be as discreet as possible, so as not to distract the person taking assembly.
- ∞ NEVER talk in assembly. You are an example, and if you expect the other pupils to be quiet, you should be quiet first.

### **SINGING PRACTICES:**

- ∞ Spread out around the hall and make sure you can see the children, do not stand in groups.
- ∞ SING!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! You cannot expect the school to sing if you are standing

around them with your mouth shut. Lead by example. Sing with as much effort as you can, and they will follow. This is relationship building time with the Lord, not each other!

- ☞ If children misbehave, the same rules apply as for assembly.
- ☞ If children are not singing, encourage them in front of everyone to sing.
- ☞ If they persist in not singing, give their name to the music teacher after singing practise.
- ☞ Look out for children who ARE singing and who are making a great effort, and give their names and houses to the music teacher after singing practice. They will be given house points.

### **HEAD GIRL AND HEAD BOY RESPONSIBILITIES**

- ☞ To lead the Prefect Body in a manner befitting the Kingdom of God.
- ☞ To organise and supervise prefect prayer meetings on Wednesday mornings from 7.30 to 7.50am, in the E.H.C.C. room.
- ☞ Help with the allocation of prefects to classes.
- ☞ Help organise the Duty roster
- ☞ Go 'walk about' and check that the prefects are doing their duties at lunch or break times, where possible.
- ☞ Help any new prefects, answer their queries and 'show them the ropes'.
- ☞ Encourage the prefects to attend community prayer meetings on Tuesday and Thursday mornings before school.
- ☞ Organise one social time per term (suggestions : a braai, bring and share meal etc)
- ☞ Organise any swopping of duties, or filling in when a prefect is absent from school.

### **GENERAL NOTES**

- ☞ Class Allocation: get to know the teacher of the class you are prefecting. Ask about their family and their life. Learn from them, and build relationship with them. Pray for them. Ask them to pray with you for any 'problem' children in the class. Communicate with them about the pupils in their class, and give them feedback on anything you think might help, or any children you think deserve house points for good behaviour.
- ☞ Try not to always be looking for BAD things, and children who are misbehaving. Try to catch the school doing GOOD things too. Encourage as much as you can. Punish only when you have to.
- ☞ When possible, 'pastor not punish' children. Talk with the children and try to get to know them. There may be a reason that little Johnny keeps forgetting his hat. Maybe little Joey's parents are getting divorced and he's being shoved from house to house, never knowing where he's going to be sleeping that night, and not

having his full uniform etc. Maybe he is being bullied, and the bully is taking his hat away at break times? Maybe his parents are having financial problems, and cannot afford to buy him one until they get paid. Don't judge things or people on what you SEE only. Ask God to show you what's happening.

- ☞ ***Respect doesn't come with a badge or a title – it has to be earned.*** When kids see a prefect who is respectful of authority, and works hard and serves others, and administers justice with fairness, not with an enjoyment of power over others, they naturally respect him. If they see that your life doesn't match up with your badge, they won't respect that. If they see you bullying someone, or laughing/mockingly a junior; if they see you wearing jewellery that you aren't supposed to be wearing; if they hear you being unkind to someone – they won't respect you. EARN their respect.
- ☞ **John 13: 1 – 8** Jesus is our leadership role. Mould your life on him. Although He had the power to cast out demons, heal and raise people from the dead, he CHOSE to wash his disciples' feet. He CHOSE to be a servant. Have the courage to be a SERVANT to the same people who you lead. Be a Servant Leader.

Enjoy being a Prefect – make a difference to peoples' lives, and to the Gateway Community!

### **MENTORS INFORMATION**

Each year, the prefects are asked to choose a full time member of staff to 'mentor' them in their role as prefect. The responsibilities of these mentors are as follows:

1. Mentors should meet with their prefects once a week, or once every two weeks at the least.
2. The purpose of prefect mentors is not to sort out policy problems and prefect issues, as much as to help the child with their own personal struggles.
3. Try and help the prefect identify their strong points, and their weak points. Help them to build on their strong ones, and deal with their weak ones.
4. Pray with them every week.
5. Find out about their families and home background, and discuss or pray about anything they share that is of concern.
6. Give them copies of any articles you find that might help them or encourage them.
7. Ask God to give you specific scriptures for them.
8. If the prefect has any problems that you feel unable to deal with, ask the prefect if you can refer them to someone else., and speak to BM, NAH, or KR
9. If there are any problems that arise or complaints about the prefect you are mentoring, please let BM or NAH know so they can monitor the situation and be aware of it.