

THE PREFECT POLICY OF MONUMENT PRIMARY SCHOOL

INTRODUCTION

At Monument Primary School, we uphold the principles of democracy. When selecting a learner for any leadership position, we ensure the process is democratic. This places significant responsibility on the voters, as democracy thrives only when everyone acknowledges and embraces this duty.

AIMS:

- To elect learners with leadership potential and provide them with training.
- To allow learners to perform as leaders within the school environment.
- To offer further training to selected members, enhancing and utilizing their leadership skills.
- Prefects remain learners and are never expected to perform the tasks of educators.

PROCEDURES:

- Learners who have excelled in all aspects of school life since Grade 4, particularly in their Grade 6 year, will be considered for election.
- Prefects are chosen annually during the **last term**.
- If there is found to be a conflict of interest during any phase of the prefect election process, the staff or SMT member will be excused from that part of the process.

Nomination:

- Only Grade 6 learners will be asked to **submit an application CV for prefects**, using the provided application forms (Annexure A).
- All CVs must be submitted **by the last day of Term 3** to the prefect guardians.
- Grade 6 learners who have accumulated 30 and more disciplinary points for Category B and C offences in Grades 5 and 6 are ineligible for election.
- A learner's name can be removed from the voting list if the learner is repeatedly found guilty of serious infringements.

Voting:

- **Grade 4 learners are not allowed to vote**; they must pass Grade 4 to earn this privilege and understand what it means to be a leader.
- The number of boys and girls selected as prefects does not need to be equal.
- Once nominations have closed, a **nomination list is drawn up** and submitted to the staff by the deputy principal.
- The **staff** have the right to **submit additional nominations**.
- Objections to any nominee based on serious misconduct or a negative attitude may be submitted to the principal in writing.

- If the principal accepts an objection, he has the right to remove the nomination from the list after explaining the reasons to the learner concerned. **The principal thus has a veto on nominations.**
- There will not be a staff meeting to discuss the nominations.
- Boys' and girls' names appear separately and are introduced to the **Grade 5 to 7 learners** by their prefect guardians. **A photo will also be displayed while their CVs are read in the hall.**
- The prefect guardians will collect the votes and hand the **ballot forms to the deputy principal**, who will arrange for the **votes to be counted by the School Management Team (SMT).**
- If there is a conflict of interest, the SMT member will be excluded from the process.
- **All educators who teach at Monument Primary (Grades 4-7) on a full-time basis may vote.**
- The ballot form is drafted with all the eligible Grade 6 candidates, listed in alphabetical order.
- Educators and learners cast their votes by making a cross next to **30 names** on the prefect ballot form. A ballot form that has more than 30 votes will be considered spoilt.
- **The list is discussed by the Grade 6 educators, and the SMT.** The top 30 candidates will be elected as prefects. The remaining ten names are considered and a further four appointments can be made from these ten names. These appointments are not necessarily the four candidates (31- 34) with the most votes and a learner with fewer votes can be chosen over a learner with more votes.
- The prefects will be announced at a special assembly that will take place at the end of a school day, where they will receive their prefect badges.

Training:

- After the election, **all prefects will attend a training and leadership camp** to demonstrate and develop their leadership skills.
- **Course leaders and SMT members can observe them** and identify potential candidates.
- **Learners are to write a short feedback report on their camp** to recognize their strengths and work on their weaknesses.
- This camp aims to create cohesion amongst the leaders.

Head prefects:

- After the camp, another election will be held where the head boy, head girl, deputy head boy, or deputy head girl **will be selected by the newly elected prefects.**
- All the newly elected prefects names will appear on the ballot form.
- All **Grade 5 & 6 subject teachers and the SMT will vote** on behalf of the teacher's component.
- The children's component will count as one vote. The teachers' component must be equally weighted.
- These two components will vote democratically for **two boys and two girls** as Head/Deputy Head prefects. The two boys and two girls with the most votes will then be appointed as the Head/Deputy Head prefects.
- A ballot form that has more than two votes for the girls and two votes for the boys will be considered spoilt.

- In the appointment of head prefects which is done by the Principal at the academic prize giving, he takes the following two factors into account:
 - The number of votes brought out for each prefect, and
 - the prefects' votes after the leadership camp when they have gotten to know each other better.
- At the Prize Giving the prefects will be introduced to the parents, where they will receive their Prefect Pledge certificate.
- Head Prefects will receive a trophy and sponsored blazer from the school.

Prefect relieved of duties:

- A prefect who cannot perform the required duties can be relieved of his/her duties.
- A prefect found guilty of serious infringements can have his/her badge taken away for a certain period.
- A prefect who leaves the school during the year will be replaced by the next learner on the shortlist. A new learner enrolling at Monument can be appointed as a prefect if the learner was a prefect at their previous school and can provide proof as well as a testimonial from previous school.

SIGNED AT _____ ON THIS _____ DAY OF _____ 20__

GOVERNING BODY CHAIRPERSON