



# PREFECTORIAL BOARD ROLES AND DUTIES

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## School Prefects

School prefects are appointed seniors from Year 5. They are first among our student leaders as student representatives. They are nominated by HsMs, and other faculty, and appointed after interview and leadership training.

Prefects are appointed by the Principal.

## General Role

- Represent the student body to the school leadership and staff
- Are role models and mentors to students in support of the school ethos
- Support the Principal and staff in promoting a high standard of discipline by enforcing the school rules
- Represent the school and House at appropriate occasions
- Lead House Leaders in performance of school duties
- Seek improvement in the school (DFC)
- Work collaboratively with PSP and other stakeholders for school events

## Composition of Prefectorial Board

- Executive Committee
- Ambassadors
- Student Affairs
- Student Council
- Heads of Houses

## Executive Committee

The Executive Committee prefects comprises the Head Boy, Head Girl, four Deputy Head Students with each leading a subcommittee [Ambassadors, Student Affairs, Student Council and House]. The Deputy Head in charge of House will also act as Secretary of the Exco and Board.

- They are responsible to the school in all matters relating to the prefects.
- They are responsible in seeing that all aspects of Prefect work conform to the objectives and standards of the school.
- They are authorised to approve any outgoing correspondence and documents regarding the affairs of the Prefects and dispatch them through the Principal or Vice Principals of the school.

## Duties

- On rota, two members of the School Prefect Exco will help the Duty House, Head of House with morning duties at front of school.
- The School Prefect Exco will be expected to attend and serve at School functions like, Open Day, Parent Teachers Days, Orientation, etc.

## **School Prefects**

### **Duties**

- Will be on duty each school day, by virtue of their being School Prefects.
- Main duties will include Assembly duty and House duties as designated by the SLT and their HsMs.
- School Prefects will lead their respective House prefects in their termly School duties which will involve:
  - Raising Flags
  - Making morning announcements
  - Checking attire
  - Helping to monitor late arrivals
  - Helping with any other duty or special events as required by SLT
- School Prefects may be asked to help in conducting school tours for guests.
- Sanctions: Prefects shall be able to book students for infringement of attire/behaviour/rules which shall be recorded. Demerit points, detention or some other form of consequences will be decided by the HsMs/VPs when the persistent cases of missed conduct are reported.
- Organise and implement Design for Change initiatives within the school.
- All School Prefects will be on School Duty during SLT Duty Week at the beginning of term and end of term in a 10-week term.

### **Ambassadors**

- Fulfil the general prefect duties
- Serve the school by providing ushering and logistical support at events like Open House, Parents' Evenings, Parent-Teacher Meetings and Speech Day.
- Serve the wider community through partnership with charitable organisations in community service projects. One particular project is selected every year and concerted efforts are put in for fund-raising and other activities to ensure its success.

### **Student Affairs**

- Fulfil the general prefect duties
- Act as role models and mentors with openness and a strong sense of cultural sensitivity to the international community in the school.
- Act to develop a caring community spirit within school by promoting initiatives to engage students meaningfully outside class. Examples: Lunch time activities, Smiling Faces, Treasure Hunt, Teachers Week, etc
- Organise designated event: ACSprit de corps

### **Student Council**

- Fulfil the general prefect duties
- Make school a fun and lively place for students organising programmes and activities for active participation
- Support new students by inducting them into the school and help their integration into the school community
- Organise designated events like Orientations, Teachers' Day, Grad Tea, Leaver's Week and Senior Prom

**Heads of House**

- Fulfil the general prefect duties
- Act as communication channel between the Prefectorial Board and their respective House
- Lead their House Prefects for House activities and school duty