

Policy on Student Leadership

Prefects have an important role to play at Princess Helena College and the selection of prefects is carried out in an open and transparent way. The aims of our school are to inspire, encourage and assist every girl to:

- realise her academic potential and achieve her highest grades in public examinations
- develop her strengths and skills through a wide range of activities and opportunities outside the classroom
- think independently and grow in confidence, courage and compassion
- take responsibility for herself and others and develop a sense of service to the community

Although we recognise that not all of our pupils will want to take a high profile leadership role, either at school or when they leave school, we want to encourage them to understand that leadership can take many forms and that every pupil should feel comfortable with some level of leadership within our community.

There are a wide range of opportunities for leadership at school, ranging from a year-long appointment to the prefect body to chairing a small group in one lesson. We believe that all pupils should not only have the opportunity to try out leadership at a level which offers some challenges for them personally but that they should be actively encouraged to take up these opportunities.

All staff are asked to help to promote the development of leadership skills in all aspects of life at school.

Formal leadership training is given to prefects and informal leadership training is provided through discussions in form groups, PSHE, assemblies and tutor meetings.

Opportunities for leadership include:

- Sixth Form Prefect body
- Head of Boarding
- Captains of Teams
- Setting and/or running a society
- Representative on the Student Council
- Form Captains
- Duke of Edinburgh Award
- Leadership on curriculum trips, field trips and trips abroad

The Sixth Form Prefect Team

The prefect team is chosen by the Headmistress in consultation with the Deputy Head, Head of Sixth Form, Senior Housemistress and staff. All prefects are held responsible for good order in the school and sharing duties such as prep supervision and attendance at events and Open Days. School prefects assume responsibility at the beginning of the summer term.

The 6 main prefect posts are chosen from Year 12:

Head Girl

Deputy Head Girl

Head of Gloucester
 Windsor
 York

Pastoral Prefect

It is an individual student's choice whether to put themselves forward for a prefect position. Staff should encourage girls to apply

Other prefect posts are chosen from Year12 (and Year 11 if appropriate):

Captains of Sport
Music
Art
Drama

Charities Prefect

Deputy Head of Gloucester
Windsor
York

Head of Main School Boarding

Application process for the 6 main prefect positions:

1. Girls to apply, by word processed letter and CV, to the Headmistress
2. Girls will be given job descriptions to help them in their applications
3. Application should be for one post e.g. Head Girl, Head of House
4. Those applying for Head Girl will be asked to give a short presentation as part of their interview
5. Interviews will consist of a panel of 4 – Headmistress, Deputy Head, Head of Sixth Form and Senior Housemistress
6. Staff and U6th girls will be asked for positive comments re girls to help SMT to make final decisions

Outgoing Prefects

Outgoing prefects will be asked to fill in a sheet with information about their role which will be kept on file by Head of Sixth Form. Outgoing prefects will also be asked to write a letter to the girl they are handing over their post to.

The outgoing prefects will be invited to a meal with the Headmistress and SMT at the end of the spring term.

Incoming Prefects

Incoming prefects will be announced in the last assembly of the spring term and will take up their posts officially from the start of the summer term. Incoming prefects will be invited to meet with the Headmistress, Deputy Head, Head of Sixth Form and Senior Housemistress at the start of the summer term.

Students new to Sixth Form

Students in Year 12 who joined Princess Helena College at the beginning of the academic year will be eligible to apply for prefect posts on the same basis as all other students. Their personal attributes, work ethic, ideas and contribution to school life will be judged on the evidence available.

Prefect Induction Training

The new prefect team with the Headmistress, Deputy Head, Head of Sixth Form and Senior Housemistress at the start of the summer term to:

- Set goals for the year
- Discuss how to approach their leadership roles
- Discuss how to get pupils to follow their lead
- Be briefed on Child protection
- Discuss their role in morning assembly, the dining room
- Discuss work habits and expectations in The Den

Further Training

Further training is organised throughout the year.

Prefect Meetings during term time

The Head Girl will meet with the Headmistress every week at a mutually convenient time to discuss school issues, forthcoming events and how the prefect team is working.

The Pastoral Prefect will meet with the Deputy Head on a regular basis to discuss the Guardian Angel Scheme and other pastoral matters.

The Prefect team will meet with the Headmistress, Deputy Head, Head of Sixth Form and Senior Housemistress every other week to discuss forthcoming events and matters of concern to the whole school.

Student Council

There is a Student Council at Princess Helena College which gives students the chance to have their views heard and for them to make a positive contribution to the development of the school. The Student Council is held twice in the autumn term and once every other term and is run by the Head Girl and her Deputy. Each form captain attends the Student Council and brings new ideas, issues relevant to her form/year group or problems for discussion.

The Head Girl reports back to the Headmistress after the Student Council meeting who consults with relevant staff on the issues raised and makes decisions on how to move forward.

Members of Student Council are also members of the School Catering Committee which meets once every term with the chef and senior housemistress.

The Student Council is also a forum where staff can ask for issues or ideas to be discussed and fed back via the Head Girl e.g. school uniform, privileges for different year groups and changes to the school day.

Minutes of the Student Council Meetings are taken by the Deputy Head Girl and are given to the Headmistress, Deputy Headmistress and Senior Housemistress within 1 week of the meeting.