



RATHDOWN SCHOOL PREFECT INFORMATION

Every year the School appoints 18-20 senior students as prefects to take on responsibilities and duties in the day-to-day running of the school. Newly selected prefects will commence their duties at the beginning of the Easter term or at some time shortly after that. The main privileges and duties of prefects are as follows:

PRIVILEGES OF PREFECTS

- being leaders in the school and wearing a prefect badge
- having the chance to make a difference to school life and to influence how the school is run
- being held in high esteem by pupils and staff

DUTIES OF ALL PREFECTS

- to show leadership in the school
- to work closely with pupils
- to work closely with staff in the smooth running of the school, particularly at public functions such as Prize Giving, and in the mornings at assembly.
- to carry out tasks assigned by the Head Girl, Deputy Head Girl, or member of Staff (door duty in the mornings, door duty in the canteen, class tidy up duties etc.)
- to attend prefect meetings

Seven of the prefects will be appointed to the positions of Head Girl, Deputy Head Girl, Games Captain, Music Prefect, Social Awareness Co-ordinator, Environmental Co-ordinator and Administration Prefect. Twelve will be appointed to specific forms.

DUTIES OF OFFICERS

HEAD GIRL

- to show leadership to prefects, Sixth Years and other pupils
- to be the Leader of the team of prefects
- to organise and monitor Prefect Duty rosters
- to start Assembly every morning
- to organise a prefects' Assembly at least twice a term
- to organise one Whole School Event per term: eg quiz, fun sport event – the first to take place in the first three weeks of term
- to assist at Prize Giving and on Sports Day
- to liaise closely with the Sixth Year Form teachers, Sixth Year Head, the Deputy Principal and Principal
- to be an ex-officio member of School Council and to show leadership at School Council meetings
- to sit on all Sixth Year Committees

DEPUTY HEAD GIRL

- to show leadership to prefects, Sixth Years and other pupils
- to be the Deputy Leader of the team of prefects
- to act as secretary to the prefects
- to start Assembly in the mornings
- to assist the Head Girl in organising a Prefects' Assembly at least twice a term
- to assist the Head Girl in organising one Whole School Event per term: eg quiz, fun sport event – the first to take place in the first three weeks of term
- to assist at Prize Giving
- to be an ex-officio member of School Council and to show leadership at School Council meetings

GAMES CAPTAIN

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to promote sport amongst the pupils
- to work closely with the PE staff
- to co-ordinate the team of Vth Year sports secretaries
- to show leadership to captains of all sports teams
- to assist on Sports Day

MUSIC PREFECT

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to lead up a committee to promote music amongst the student body
- to organise musical events, participating when necessary at events such as the Carol Service, church services in general, recitals, concerts in school and in public venues
- to work closely with the Music Staff, keeping them informed of the musical aspirations of the students and helping the music staff ensure that every student has a chance to perform
- to work closely with Miss Callaghan and Rev Irvine with the co-ordination of music for assemblies
- to be a member of the assembly singing group and to show leadership to that group
- to organise the music for the Sixth Year Graduation Ceremony

SOCIAL AWARENESS CO-ORDINATOR

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to promote social awareness amongst the pupils through holding meetings with class representatives on class charities at least once a month
- to promote general charity work in the school by co-ordinating the sale of different charity products throughout the year and by planning events
- to work closely with the staff Charity Co-ordinator (and with the Transition Year Co-ordinator)

ENVIRONMENTAL AWARENESS CO-ORDINATOR

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to co-ordinate the collection of recyclable paper with the Transition Year students
- to encourage and promote the use of the waste food bin in the canteen
- to raise awareness amongst the pupils of environmental issues by frequent announcements at Assembly and by organising 'Green' events
- to work towards applying for the Green Flag
- to build a team of pupils on the committee especially from 4th and 5th year so that work continues when the Prefect becomes busy with exams
- to promote Green issues in the school generally
- to chair the student Green Schools Committee
- to organise meetings of the Green Schools Committee Group
- to select a suitable secretary to the Green Schools Committee from amongst the student members
- to liaise with the Green Schools Committee in the Junior School

ADMINISTRATION PREFECT

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to take minutes at Prefects' meetings
- to carry out administrative duties relating to the 6th Year Committees
- to assist the Head Girl with the organisation and monitoring of Prefect Duty rosters
- to act as liaison person with the Office staff
- to assist Year Head with co-ordination of Leaving Certificate forms for DES

FORM PREFECTS

- to work as part of the team of prefects
- to show leadership to Sixth Years and other pupils
- to be a leader to the pupils in the form
- to play a pastoral role in looking out for the individual students in the class
- to take a roll in the Form Room each morning and to accompany the girls on their form to assembly
- to assist at assembly, under the direction of the Principal and Deputy Principal
- to start Assembly once a term
- to prepare the Form to take assembly at least once a year
- to take Form Time once a month and when Form Teacher is absent (to check uniform and homework notebooks) and to assist at Form Time each Wednesday
- to remind the pupils on tidy-up to do their duties
- to liaise between the Form teacher and the members of the class
- to help the form with Harvest Baskets and at other events