

P11 Student Voice Policy (Senior Prefects and Heads of School)

The Purcell School aims to give students a voice in as many areas of the school as possible. Alongside Student Council, each year the school body takes part in a process to select Heads of School and an accompanying Senior Prefect team to provide a concise and coherent voice to the Senior Leadership Team and other appropriate members of staff.

1. The Selection and Appointment Process

- a. During the latter half of the Spring Term, the Head of Sixth Form will invite all Lower Sixth students to an assembly in which he will lay out the process for selection as Heads of School and Senior Prefects as detailed below
- b. Students will be given a period of time (usually one week unless affected by public holidays or other school commitments) in which to put themselves forward for the position of a Head of School by notification to the Head of Sixth Form.
- c. Prospective applicants will then be invited to present their suitability for the position and any key campaign messages in the following formats:
 - i. **Whole School Assembly**
Candidates will be invited to make a 2-minute presentation to the whole school where they will be encouraged to speak as to why they believe they are the best candidate, and to introduce any key campaign messages that they feel passionately about
 - ii. **Staff Briefing**
Candidates will be invited to a question and answer session with all staff, chaired by the Head of Sixth Form, which will enable candidates to explain how they, if appointed, will facilitate a good working relationship between the staff and student bodies and any other key messages that candidates wish to present
 - iii. **Walkabouts**
Candidates will be encouraged to circulate the school at break-times and meal-times where appropriate and to speak with the student body. The student body will be encouraged to ask probing questions that are relevant to their section of the school and areas of interest. This will take place in the days between the initial presentation (as outlined at 1.c.i.) and the end of voting (as outlined at 1.d.)
 - iv. **Other Appropriate Activities**
Candidates may request the opportunity to speak with specific groups of students or staff at any other point in the process and, where possible, this will be accommodated. Any opportunities requested will be made open to all candidates, but candidates will be encouraged to use their initiative as to potential methods of attracting votes. This may include the use of posters or flyers, announcements, the use of a campaign team or any other appropriate method as agreed with the Head of Sixth Form
- d. Voting will open within one week of the initial presentation (as outlined at 1.c.i.) and will remain open for a 24-hour period.

- i. This will usually take place on the second day following the presentations subject to the school timetable and concert diary and will run from 00:00 until 23:59 on that day.
- e. The Head of Sixth Form will organise an appropriate voting system that is accessible to all staff and students for the voting period. This may include (but not be limited to) paper voting slips and an online voting system,
 - i. When the online system is used, those voting will be asked to provide an identifying marker to ensure no duplicate votes are cast. The Head of Sixth Form will be the only person with access to these identifiers and any duplicate votes will be removed without being opened so as to maintain anonymity in the process.
 - ii. If a paper system is used in conjunction with an online voting system, the Head of Sixth Form will apply the same system of identifying markers to both and will remove any duplicate votes without opening so as to maintain anonymity in the process.
- f. All staff and students will be eligible to vote.
- g. Those voting will be asked to indicate a preference order for candidates, although will not be required to provide a preference for every candidate.
- h. Upon the closure of the voting process, the Head of Sixth Form will collate the results and bring them to the Principal for shortlisting.
- i. All shortlisted candidates will be asked to interview with a panel consisting of members of the Senior Leadership Team.
 - i. These interviews will pose a series of questions to candidates that may be different depending on the candidate in question and information gleaned during the selection process.
- j. After interview, the Principal will make a final determination as to the configuration of the team and will invite successful candidates to a meeting to inform them, before an announcement is made to the wider staff and student bodies.
- k. The Principal and Head of Sixth Form reserve the right to disqualify a candidate from the process at any point should there be concerns over their conduct, whether within the process or in the wider life of the school, which indicates an unsuitability for the role.

2. Roles and Responsibilities

- a. The Heads of School and Senior Prefect Team are ambassadors for the school and should conduct themselves accordingly. An adherence to the school rules is paramount and any infraction could result in their being suspended or removed from their position.
- b. There is no formal requirement for a particular configuration of the Heads of School and Senior Prefect Team and will be decided by the Principal each year.
 - i. There may be one or more Heads of School, of any gender, with no formal

- requirement for one Head Boy and one Head Girl.
- ii. The Senior Prefect Team will usually consist of a number of the shortlisted candidates invited to interview, although the final number of Prefects is at the discretion of the Principal.
- c. The Heads of School are expected to fulfil the following role:
- i. to represent the student body by acting as official intermediary between staff and students.
 - ii. to set a good example to all students in all aspects of school life.
 - iii. to arrange meetings of the School Council, to chair these meetings and to act on business raised at these meetings with support from the Head of Pastoral and Safeguarding, the Deputy Principal and the Head of Sixth Form as appropriate.
 - iv. to represent the student body where necessary at official occasions and when there are visitors to the School.
 - v. to support and organise occasional charity and social events in School.
 - vi. to oversee the Senior Prefect Team.
 - vii. to take the initiative where appropriate to support staff in the day to day running of the School. This may include but not be limited to showing visitors around the school, keeping an eye on behaviour in the ICT Room, and helping with the management of concerts in and out of School.
 - viii. to arrange meetings of the Senior Prefect Team where necessary.
 - ix. to suggest other ways in which the Heads of School and Senior Prefects can play a productive part in the running of the School.
 - x. to meet regularly with the Principal and Head of Sixth Form.
- d. The Senior Prefects are expected to fulfil the following role:
- i. to support the Heads of School.
 - ii. to set a good example to other students in all aspects of school life.
 - iii. to attend meetings of the School Council and to act on business raised at these meetings.
 - iv. to represent the student body where necessary at official occasions and when there are visitors to the School.
 - v. to support and organise occasional charity and social events in School.
 - vi. to take responsibility for ensuring that the school is kept tidy and orderly on a day-to-day basis. Senior Prefects are encouraged to manage teams of sixth formers to help support this task, sharing the duties across the week.
 - vii. to take the initiative where appropriate to support staff in the day to day running of the School. This may include but not be limited to showing visitors around the school, keeping an eye on behaviour in the ICT Room, and helping with the management of concerts in and out of School.
 - viii. to attend Prefects' meetings arranged by the Heads of School when required.
 - ix. to suggest other ways in which the Senior Prefects can play a productive part in the running of the School.
 - x. to attend Prefects' meetings arranged by the Principal or Head of Sixth Form.

Policy author / reviewer:	Policy date / review date:	Next review due:
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