

PREFECTS

The election of prefects is to take place no later than Week 3 of Term 1. Prefects should be considered from the body of Relieving Prefects from the previous year and any other deserving students.

Badged prefects of the previous year may remain as prefects if performance had been exemplary. Each Form, excluding the new students, is to submit 10 names from Year 12 and Year 13 to be considered by the staff nominations for Head Boy/Girl, Deputies and House Captains. The final say in the selection of Prefects. Head Girl, Head Boy and their Deputies are the teachers. House Captains are to be decided in the House Meetings.

RESPONSIBILITIES OF PREFECTS

Position Objectives:

To be a leader by example, within the student body

To demonstrate independence, responsibility and reliability

To monitor the welfare of other students to assist in the organization of school activities and events

KEY TASKS to be a role model for other students

Expectations:

To wear the school uniform correctly and with pride

To behave in an exemplary manner

To demonstrate good work habits

To be competent in self-management

Expectations:

To have good personal organization skills

To be punctual and well-prepared for their responsibilities

To be able to carry out delegated tasks efficiently

To be aware of the needs of fellow students

Expectations:

To be aware of situations this may affect student welfare

To take the initiative when staffs are not present
To act as a care-giver for other students who may need assistance To
become involved in regular and special school events

Expectations:

To look after visitors to the School To assist in
Assembly organization

To arrange facilities for school activities

To assist and direct parents who are attending school functions To

read in some formal services Check List of Responsibilities

To be a good role model for others in the school by manner, dress, overall appearance and
attitude to others

To promote the correct values and standards of behaviors

To help meet the needs of others by giving care and assistance to the pupils in the school

To assist with ushering during Assembly or other school organized functions

To show new parents the school

To meet regularly with a members of the Students Council.

Prefects to set up projects on designated topics, i.e. school tidiness

Prefects to be issued with notebooks for notes on incidents about the school /observations /
pupils problem etc Heads of school to sit at the front in assemblies and in recreational practice.

Prefects to be encouraged to initiate a day for charity. They should become acquainted with the
school policy in school. They will help prepare the assembly room for morning assemblies.

Through discussion with senior staff they will become acquainted with methods of caring for the
other children, how to become aware of problems and how they should act in response.

HEAD PREFECTS(B/G)

- Act as a bridge between principals, teachers and students
- Is a leader of the student Body
- Calls for Regular Meetings of Prefects and Students.
- Responsible for communication of suggestions and grievances of the student body to the
Staff and Principal.
- Conducts Prefects Assembly
- Responsible for the highest standard of performance by the Prefects in the execution of
their duties
- Consults regularly with teacher on duty and the Assistant Principal; Principal
- Is expected to set excellent standard of conduct and service
- Help teachers to maintain a quality class and better school atmosphere.
- Look after the overall activities of the school.
- Keep vigilance on other students when they are in and out of the school.

- Help AOG High School management to carry out the responsibilities.
- Check the dress code of the students.
- Act as a role model to their peers.
- Counsel and guide the peers in positive discipline.
- Collect feedbacks and suggestions on school development plans from the peers and report during meetings.
- To make sure the students of the school uphold all the Christian values

DEPUTY HEAD PREFECTS

- To assist and supports the Head Prefects to discharge the assigned duties and takes over their responsibilities in their absence as acting Head Prefect.
- Responsible for checking the preparation of the Assembly Venue, liaising with the school Chaplain on the hymn/chorus and the service before all school assemblies.
- Records minutes of meetings of Prefects, Student's council and school Meetings, and submits to the Principal
- Maintain collaboration among Prefects.
- Coordinate Prefects activity.
- Provide link between Prefects Body and the School Administration.
- Represent the Student Body.

HOUSE CAPTAINS

- Are Leaders of their House
- Conduct regular meetings of their House
- Consult regularly with Senior House Teachers
- Organize all House Activities, keep records of all House activities and write report for school Magazine.
- Responsible for maintaining a strong House spirit among members. During
- Maintain collaboration among Prefects.
- Coordinate Prefects activity.
- Provide link between Prefects Body and the School Administration.
- Represent the Student Body.

PREFECTS

- Assist Teachers in overall supervision, within and outside the school.
- Maintain collaboration among Prefects.
- Represent the Student Body. Observe the school rules at all times.
- Be dressed appropriately at all times.

- Maintain an excellent attendance record.
- Be punctual for your duties.
- Maintain a perfect behavioral record.
- Be positive and enthusiastic.
- Be able to encourage and motivate fellow students.
- Be cooperative, helpful, well-mannered, trustworthy, and responsible. Be respectful toward teachers, your peers, and the school environment.
- Display leadership qualities: confidence, initiative, problem solving skills. Be willing to take on extra responsibility.
- Be able to work independently and complete tasks without supervision. Maintain a good academic record.
- Be a good ambassador for the school

DISCIPLINE OF PREFECTS

- Prefects should act as the role model for all the students in the School.
- Prefects must adhere to School Rules and Regulations at all times.
- The main duty of prefects is to maintain an atmosphere of friendly cooperation, peace, discipline and unity in the School.
- Prefects should serve as counselors to junior students.
- Prefects must liaise and collaborate with each other, as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole.
- Prefects' academic and behavioral standards must be maintained.
- Prefects will always work in the interest of the school.
- They should support, respect and embrace all Christian Values set up by the Methodist Church in Fiji and Rotuma.

DEMOTION OR DISMISSAL FROM THE PREFECTS BOARD

A prefect will be demoted in the following cases:

If the student is charged with any disciplinary issue, the matter will be send to the Disciplinary Committee to analyze the matter