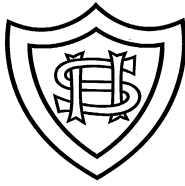


## Sacred Heart School Swaffham



### **Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

### **Aims:**

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals
- To stimulate generous service of others

## ***Pastoral Policies***

### **Criteria for choosing those in the role of Headgirl/boy and Prefects:**

- ⤴ good example set to others in behaviour, work and appearance
- ⤴ support of school events
- ⤴ helpful to staff, carrying out duties/requests
- ⤴ seeing where help is needed and volunteering without being asked
- ⤴ a listening and helpful friend to younger pupils
- ⤴

### **General Duties of Headgirl/boy Prefects:**

- ⤴ Devise supervision rota for lunchtimes and wet breaks
- ⤴ Organise, take part in assembly
- ⤴ Promote the school to prospective parents on occasions such as Open Days
- ⤴ Headgirl/boy chair School Council meetings with prefect support
- ⤴ Headgirl/boy prepares speech for Presentation evening and Christmas concerts
- ⤴ Encourage younger children to wear uniform correctly
- ⤴ Discuss events/running of school in regular lunch meetings with Head and Deputy
- ⤴ provide help to younger pupils needing support and alerting staff to concerns
- ⤴

### **Specific Duties of Headgirl/Boy**

- ⤴ Provide a positive role model within the school
- ⤴ Be a leader
- ⤴ Devise supervision rotas for lunchtimes and wet breaks
- ⤴ Look smart
- ⤴ Chair school council meetings with prefect support. Present ideas to SMT
- ⤴ Prepare and deliver speech for Presentation evening and Christmas concerts
- ⤴ Delegate responsibilities to the rest of Year 11
- ⤴

### **Duties fo Deputy Headgirl/Boy**

- ⤴ Support and assist Head girl/boy
- ⤴ Help organise school events
- ⤴ Stand in for Headgirl/boy when necessary
- ⤴ Share some responsibilities with Headgirl/boy
- ⤴

### **House Captains**

- ⤴ Set a good example to pupils in work behaviour and appearance
- ⤴ Support school events such as Bazaar, Prize-giving and Open days
- ⤴ Organise with House team events such as House music and House netball
- ⤴ Collect house points and enter on database
- ⤴ Hold regular House meetings
- ⤴ Attend lunch with Head and Deputy
- ⤴ Give encouragement and support to members of the House
- ⤴ Prepare Year 10 for House positions
- ⤴

### **Games Captain**

- ⤴ Organise and tidy Sports Hall and gym
- ⤴ Ensure that cloakrooms are safe and tidy
- ⤴ Organise match reports and keep records
- ⤴ Support school teams
- ⤴ Co-operate with and support PE staff
- ⤴ Help organise Games noticeboard
- ⤴ Wear correct sports' uniform and encourage the rest of the school to do the same
- ⤴ Support form and House Games Captains
- ⤴

### **Music Prefect**

- ⤴ Organise and tidy music room
- ⤴ Help with the care and preparation of instruments
- ⤴ Help with School orchestras and choirs
- ⤴ Work co-operatively with music staff
- ⤴ Help in the administration of the peripatetic music timetable
- ⤴ Wear correct school uniform and be of smart appearance
- ⤴ Promote the participation in music activities in the school
- ⤴ Promote activities to visitors to the school
- ⤴ Prepare rota for music for entrance/exit assemblies

**The posts above form the leadership team at the discretion of the SMT**

### **Prefects**

- ⤴ Provide activities for appointed forms during wet breaks
- ⤴ Lunchtime duties
- ⤴ Discussion of School Council ideas with Leadership team
- ⤴ Mentoring younger pupils and reporting serious issues to staff
- ⤴ Work co-operatively with the leadership team, SMT, staff and each other
- ⤴ Be supportive of the school: its ethos, staff and pupils
- ⤴ Ensure corridors are kept tidy and safe
- ⤴ Check toilets, cloakrooms and fire exits when on duty

### **Events to be organised in the school year:**

- ⤴ Elections for school council
- ⤴ Plan and organise Christmas event
- ⤴ Organise charity events such as non uniform, Lenten activities
- ⤴ Year 11 help with Presentation evening
- ⤴ Special events such as gifted and talented weeks

Prepared by HK/MM 2004. Reviewed annually at time of choosing prefects. Next review: May 2012