NOTES

Prefect Hand Book



Let's help every child thrive

Hillary Primary School
2022/2023
Mrs Maynard

TABLE OF CONTENTS

Timetable 1

What is a Hillary Primary Prefect? **2**

Roles and Responsibilities **2**

How to react to other children 3

What to look out for **3**

How to keep yourself safe..... **4**

What to do if there is a problem 4

Notes..... 5



USEFUL INFORMATION

Useful Links:

Watch this YouTube Video – 'This race called life'



Weekly Meetings

- Training
- Feedback opportunities
- Talking through issues and finding resolutions
- Empowering each other

Mrs. Maynard

I will always try my best to help you with any questions and problems you may have.

Remember:

Resilience is based on compassion for ourselves as well as compassion for others

HOW TO KEEP YOURSELF SAFE

- Always work in a pair.
- If somebody is aggressive or confrontational, step back and tell a supervisor or teacher, do NOT try to stop them.
- If somebody shouts, walk away and tell a teacher or supervisor.
- Always talk to the dinner staff if you are worried.
- Make a note of the people you helped

WHAT TO DO IF THERE IS A PROBLEM

- Tell any member of the lunch staff
- Use the other Prefects in the hall, corridors and playground to help
- Speak to Mrs Maynard in the Nest

TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday

WHAT IS A HILLARY PRIMARY PREFECT?

Prefects are responsible children who wish to help others in the playground, hall, corridors and classrooms. This may be through giving directions, monitoring activity, helping staff to do their job more efficiently, or simply being around to offer a helping hand with problems.

This booklet is here to help you remember all of the information you need to help you to do your job effectively.

Mrs. Maynard is your Prefect Mentor and can be found in the Nest.

ROLES AND RESPONSIBILITIES

What we do	Why?
Be cooperative, helpful, well-mannered, trustworthy and responsible	Because we lead by example and need to be good role models for others to emulate 
Be respectful towards teachers, peers and the school environment	
Be kind, encouraging and motivating to your peers	
Display leadership qualities: confidence, initiative, problem solving skills	

HOW TO REACT TO OTHERS

- Use a calm, helpful tone
- Speak loud enough to be heard but make sure you're not shouting at people
- Remember, encouragement and praise is very important
- Have fun, be playful, caring and kind

WHAT TO LOOK OUT FOR

Remember … we are a Thrive school that always promotes the school values and must be a shining example of them:

Respect		Where courtesy is shown towards everyone
Reflection		Where consideration is shown in all situations
Reciprocity		Where everyone co-operates and is able to share and take turns
Resourcefulness		Where everyone is able to show self-control
Resilience		Where everyone shows a commitment to learning