



STAFFORD SRI LANKAN SCHOOL DOHA

Prefects Selection Policy and Procedures

1. Composition of the Prefects' Guild

| Position | No of students* |
|----------------------------------|-----------------|
| Head Girl | 1 |
| Head Boy | 1 |
| Deputy Head Girl | 1 |
| Deputy Head Boy | 1 |
| Games Captain | 2 |
| Head of Student affairs | 2 |
| Head of Environment | 1 |
| Head of Information Technology | 1 |
| Head of Co-curricular activities | 1 |
| Head of Assemblies and events | 1 |
| Senior Prefects | 10 |
| Prefects | 25 |
| Junior Prefect | 25 |
| Prefect trainee | 30 |

**Subject to change based on number of application and student population*

2. Appointment of teachers in charge

- The school Principal will appoint teachers in charge of prefects. They are responsible of completing the prefect selection on time, prefects' duties allocation and monitoring throughout the year.

3. Members of the prefects' selection committee

- Principal, Vice Principal
- Heads of Department
- Sectional Heads
- Teachers-in-charge of the Prefects' Guild (last year)
- Discipline coordinator

4. Prefect selection process overview and proposed time frame

| Procedure | Proposed date to be completed |
|--|--|
| Opening applications and briefing students | Sunday, 26 th May 2024 Briefing Saturday, 1 st June |
| Closing date for application | Thursday, 5 th September 2024 |
| Speeches by the candidates for Head position | Monday, 9 th September 2024 |
| Interview | 3 rd week of September |
| Student and Teacher vote for key positions | Monday, 16 th September 2024 |
| List will be publicized | Thursday, 19 th September 2024 |
| Prefects Investiture | Friday, 4 th October 2024 |

5. Applicant's Eligibility Criteria

- Applicant's eligibility for a guild position depends on the student's current grade and minimum no of years he/she is as a student of SSLSD

| Position | Eligible current grade | Eligible minimum number of years as a student of SSLSD |
|-------------------------------|------------------------|--|
| Head Boy/ Girl/ Games Captain | Year 13 | Four years |
| Deputy head prefects | Year 13 | Four years |
| Other Key positions | Year 13 | One years |
| Senior prefect | Year 13 | One year |
| Prefect | Year 12 | One year |
| Junior Prefect | Year 11 | One year |
| Trainee Prefect | Year 10 | One year |

- New applicants from Grade 13 can only apply for Prefect positions
- New applicants from Grade 12 can only apply for Junior Prefect positions
- New applicants from Grade 11 can only apply for Prefect trainee positions

(The above three points are not applicable for Past Members of the Guild)

Note: If a student has completed only one year at SSLSD, prefect position held in the previous school will be considered for selections.

6. Prefect Application Form

The application form will be made available at the reception and the school website. The students will be communicated when the applications are open. The closing deadline for submission will be mentioned in the application form. Please see attachment for 'Prefect Application Form'.

7. Prefects Selection Criteria

Prefects are selected on a points-based system under the following criteria:

| Criteria | Weight |
|---|--------|
| <i>Academic achievement</i> | 30% |
| <i>Extra- curricular activities and Contribution in school events</i> | 30% |
| <i>Discipline</i> | 20% |
| <i>Leadership & communication</i> | 20% |

7.1 Academic Achievements: 30%

Points will be given for the past academic results as follows:

- Guild Head positions/ Senior Prefects/ Prefects – Edexcel examination Results of the last two years will be considered

| Points | Grade |
|--------|-------|
| 5 | A |
| 4 | B |
| 3 | C |
| 2 | D |
| 1 | E |
| 0 | U |

- Prefects – Edexcel examination Results of the last year (iGSCE) will be considered
 - The proportion will be calculated based on the total **9 -1 grades out of 72 (9*8 subjects)**
- Junior Prefect / Prefect Trainees: Results of last two semester examinations

| Points | Grade |
|--------|-------|
| 5 | A* |
| 4 | A |
| 3 | B |
| 2 | C |
| 1 | D |
| 0 | E/U |

7.2 Extra-Curricular Achievements and school events: 30%

Extra-curricular activities are divided under three sections as Sports, Non- sports, and other participation each category contains 10%.

Sports: Any sports activities

Non-sports: School clubs such as MUN, Debate, Gavel, Scrabble, AV club, Dance, Choir, Drama

Other: Any external clubs, class events such as food stalls, canteens, competition participation, DOFE camping, bon-fire, Business BBQ, volunteering

7.2.1 Extra-Curricular Achievements

Points will be awarded for the applicant's achievements in any extra-curricular activities based on the achievement level.

| Points | Achievement level |
|--------|--|
| 7 | International school level |
| 5 | Inter school level |
| 3 | School level |
| 1 | Any other award (clubs external to school) |

7.2.2 Participation in school events

Points will be awarded for the applicant's participation in any school event or sports as follows. These are event participations for which they have not won any places as such achievements are already considered in 7.2.1

| Points | Sports Meet Participation Level | School Events Participation Level |
|--------|--|-----------------------------------|
| 3 | Individual sport event | On stage – individual |
| 2 | Group sport event | On stage - group |
| 1 | Non sport participation (training, decoration, etc.) | Off stage (assistance, etc.) |

7.2.3 Participation in Extra-Curricular Activities

Points will be awarded for the applicant's participation in any club based extra-curricular activities on the different level.

| Points | Club member or participation (D OFE/MUN/Debating/Gavels/Any Other) |
|--------|---|
| 5 | International level participation |
| 3 | Inter school level participation |
| 1 | School level participation |

7.3 Leadership and communication: 20%

Points for leadership will be given based on the application form and interviews, 10% each.

| Points | Grade |
|---------------|------------------------------|
| 5 | <i>A - Excellent</i> |
| 3 | <i>B - Satisfactory</i> |
| 1 | <i>C – Needs Improvement</i> |

Any leadership roles undertaken by the applicant and club level participation will be awarded as follows. The title held should clearly be mentioned in the application.

| Points | Club Leadership Role Category |
|---------------|--|
| 5 | <i>Captain or President of clubs/athletic teams (More Than 6 month)</i> |
| 2 | <i>Captain or President of clubs/ athletic teams (Less Than 6 month)</i> |
| 1 | <i>Any other role (Vice Captain/ Vice President/ Secretary/ Etc)</i> |

Points for being a member of the prefects' guild will be given based on past performance in the guild.

| Points | Past Prefect Guild Category |
|---------------|------------------------------------|
| 3 | <i>A- Excellent</i> |
| 2 | <i>B - Satisfactory</i> |
| 1 | <i>C – Needs Improvement</i> |

7.3.1 Teachers' and Students' vote for the Head Prefect Positions

For head position, leadership, communication and rapport will be given based on voting and interviews.

| Position | Interview | Voting |
|-----------------------------|------------------|---------------|
| Head positions of the guild | 10% | 10% |
| Other guild positions | 20% | - |

- Teachers' closed votesystem
 - a. All teachers who have served in school for more than 3 years
 - b. All upper school teachers who have served the school more than one year
- Students' closed vote system
 - a. Students of Year 10 to 13
- Voting results will be kept confidential within the selection committee

7.4 Discipline: 20%

7.4.1 Interviews conducted by a panel

All qualified applicants will be interviewed by a panel who will award marks for each student. Disciplinary complaints must be supported by written evidence (previous year's discipline record books).

- Interview panel for heads and key positions will include:
 - Principal
 - Vice Principal
 - Sectional Heads
 - HODs
 - Prefects-in-Charge of the past
 - Discipline coordinator
- Interview panel for the trainee position will include of minimum 4, maximum 8 members from the below given categories:
 - Last two years' class teachers
 - subject teacher(s) who have taught them at least for one year
- Interview panel for the other positions will include of minimum 4, maximum 8 members from the below given categories:
 - Last year's classteachers
 - subject teacher(s) who have taught them at least for one year

7.4.2 *Disciplinary penalties*

Marks will be further deducted based on the below given circumstances:

In case a candidate has been served a suspension previously from either the Prefects' Guild or the school, the maximum score attainable for disciplinary matters will be limited to 15% of the total marks. (Not 20 %)

8. Games captain selection points

- Provided that the candidate has been selected as a senior prefect, the following points will be considered for the games captain position

| Qualifications (in Sports) | Participation | Winning |
|--|----------------------|----------------|
| International level | 5 | 7 |
| Inter school level | 3 | 5 |
| School level | 2 | 3 |
| Had been a sports team / house captain | 2 | N/A |

9. Finalizing the results

- Teachers in charge with the selection committee will finalize the results
- Results will be submitted to the Chairman with the Principal's approval
- Decision of the selection committee will be final
- Results will be published on the Notice Board after the Chairman's approval
- Applicants will be able to obtain his/her points totals and know the reason for not being selected or promoted to the applied position upon request