

# Blacktown Sinhala School Prefect Selection Policy

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## 1 Eligibility Criteria

1. The candidate required to provide a one-pager document of student details including the following details:
  - 1.1. Year of first attendance to the school
  - 1.2. Birthday
  - 1.3. Blacktown Sinhala School Academic awards (Minister’s awards, SCF “Mahavamsa” certificates, etc)
  - 1.4. Cultural Performances (E.g., School dancing events/Assembly leadership/SCF concert/Wesak programs/etc)
  - 1.5. Demonstrate the role model capacity
  - 1.6. Things that candidate would like to implement, and will deliver if they selected, or in other words what they can give back to Blacktown Sinhala School
2. Candidate should have been a student in the school for the last 365 days.
3. Candidate should be in Blacktown Sinhala School year 8 or 9 in the year of the application and should be enrolled in a NSW high school.
4. Shown excellent academic performances with Blacktown Sinhala School

## **2 Awarding Policy**

The candidate who satisfies the above criteria may be appointed as Prefect. The final decision will be taken by the panel led by the principal which includes all the Blacktown Sinhala School teachers. Prefects are appointed by the Principal.

## **3 Duties and Responsibilities**

1. Prefects must respect the rules and regulations of the school and observe the school rules at all times.
2. Prefects must respect the school's equal opportunity policy at all times.
3. Prefects must be excellent ambassadors for the school, representing the school image positively.
4. Prefects must dress appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times.
5. Prefects must be punctual for duties.
6. Prefects must maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behaviour.
7. Prefects must be positive and enthusiastic, encouraging and motivating fellow students
8. Prefects must be cooperative, helpful, well-mannered, trustworthy, and responsible
9. Prefects must be respectful toward teachers, your peers, and the school environment
10. Prefects must be willing to take on extra responsibilities
11. Prefects must be able to work independently and complete tasks
12. Prefects must attend all school events and activities when required where possible, and will be expected to help and lead.
13. Prefects must carry out tasks and jobs as may be directed by teachers and principal.
14. Prefects must sign a contract with school and can be removed from post if they fail to fulfill their responsibilities.

## 4 Termination Policy

1. If the prefect violate the equal opportunity policy
2. If the prefect has lower than 70% attendance during the awarding year
3. If the prefects doesn't participate at least 2 assemblies during the awarding year, unless an emergency or communicated before with a valid reason
4. If the prefect use the Blacktown Sinhala School Prefect criteria or represent as Blacktown Sinhala School Prefect in any outside event/program without the approval from Principal
5. If the Prefect has made a bad reputation to Blacktown Sinhala School during the awarding year

## 5 Complaints Policy

If there are any complaints to selected prefects/selection process or any other matter regarding prefects, a formal complaint should be lodged to the Blacktown Sinhala School Principal using the ***Formal Complaint Form***. Only formally lodged complaints will be addressed. This will be a confidential process.