



PREFECT ELECTION POLICY

- Grade 11's to be briefed on prefect selection process in Term 4 of Grade 10. All students to sign that they were present. Reminder that previous record of all high school years may still have an impact. An early briefing may, but not necessarily, allow students an opportunity, if a past poor record exists to redeem themselves.
- Policy stresses that it is not so much that the school chooses to exclude a student, rather it is that the student excludes themselves through his/her falling short of the criteria.
- All Grade Heads and teachers will keep a thorough paper trail for any discipline incidents as set out in the Pupil Code of Conduct, and as is the norm.
- End of Term 2: Grade 11 leadership camp: There will be a reminder and workshop on the selection process.
- Grade 11s can only submit a CV with a completed and signed application form if criteria are fulfilled (see prefect application form). If any criteria are not met, they may not hand in a CV to the staff in charge of prefects. These application forms are completed at the end of Term 1 and 2 of Grade 11. Application forms and CVs submitted at the start of Term 3 of Grade 11.
- If criteria are not met, and a student wishes to stand for election, then an appeal in writing must be submitted to the Principal at least one week prior to the CVs of aspirant prefects being submitted. The date that CVs will be made available to the school to view will be communicated to students at the Grade 11 leadership camp. The appeal will only be considered in extenuating circumstances and will require supporting documentation, for example: medical certificates. The Principal will decide on the basis of documents supplied, if the appeal is successful or not.
- All students with a completed application form, meeting all the requirements, may submit a CV and stand for prefect elections.
- Voting for prefects takes place after CVs are submitted in Term 3. Everyone votes but the vote is weighted: Grade 8 and 9 count less than the senior Grades and staff.
- The vote sheet also has columns in which voters can give an indication of his/her choice of Head and Deputy Prefect.
- Announcement of prefects will be made in a special assembly in Term 3 after vote counting is completed.
- Prefect camp takes place on a weekend in the third term. Voting for Head Prefects happens at the camp. School and staff vote are also considered.



Prefect Application Form

Name:..... **Year:**

If **any** block is not ticked and signed the form may not be submitted and therefore no CV may be submitted, but appeal can be made in extenuating circumstances with supporting documentation.

CRITERIA	GRADE 11: TERM 1	Grade 11: TERM 2
ACADEMICS [Minimum of 60% average each term]	Average: Grade Head signature:	Average: Grade Head signature
EXTRAMURAL SCHOOL COMMITMENT Minimum of 80% commitment in both terms	Percentage: Extramural teacher(s) signature:	Percentage: Extramural teacher signature:
ABSENTEEISM No more than 5 days over both terms, unless there are valid medical reasons with certificates.	Number of days absent: Grade Head signature:	Number of days absent: Grade Head signature:
ADHERENCE TO SCHOOL RULES* No more than 2 disciplinary incidents, over both terms, recorded on the student's file in Grade 11.	Number of disciplinary incidents: Principal signature:	Number of disciplinary incidents: Principal signature:

Applicant's signature:

* While the no more than 2 discipline incident rule applies to Grade 11, if a poor discipline record exists prior to Grade 11, then this prior record, which may be accessed by students, will be brought into consideration and may lead, particularly if no redemption has been shown, to a student not having this section signed by the Principal.

Theodor Herzl Schools

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I, _____, acknowledge that I have read and understood the prefect policy.

Signed _____ Date _____