



SELECTION OF COLLEGE PREFECTS

1. The system must be seen to be fair, open and transparent to all members of the College community and stand up to scrutiny.
2. There should be information on the personal attributes required for pupils who wish to look for higher office within College and House, together with specific responsibilities for each role.
3. Pupils are invited to apply for the position of 'Head of College' and/or 'Deputy Head of College' in advance of the application process for College and House Prefects. Pupils should apply directly to the Headmaster. The Application will consist of a written application and interview with the Headmaster and/or Second Master and the Head of Sixth Form.
4. Once the 'Head of College' and 'Deputy Head(s) of College' have been selected, other pupils are invited to make a written application for the post of College Prefect to the Headmaster, specifying what role(s) they may wish to be considered for (Head of House or one of the College Prefect positions focusing on the remits of 'Academic', 'Service', 'Social' and 'Wellbeing'). Pupils are restricted to nominating themselves to be considered for two such positions (for example, Heads of House or other College Prefect roles). Written applications should be no more than 1-2 pages in length and addressed to the Headmaster.
5. All pupils who follow the application process correctly to apply for the post of Head of House should be interviewed by their HMM and a member of the Sixth Form Team. The recommendations of the panel will be submitted to the Headmaster for his consideration.
6. All pupils who follow the application process correctly to apply for any other College Prefect role should be interviewed by the Head of Sixth Form and one of the Second Master, Deputy Head (Pastoral) or Deputy Head (Academic). The recommendations of the panel will be submitted to the Headmaster for his consideration.
7. All pupils who apply for any College Prefect Role will have the opportunity to take part in a Leadership Day Task organised by the Head of Sixth Form.

8. All pupils should have the opportunity to apply for the post of House Prefect by way of a written application letter. [See separate policy document – '**Prefects: Criteria For Selection**'.]
9. All written applications to remain confidential between pupil, the Headmaster, respective HMM, Second Master, Deputy Head (Pastoral), Deputy Head (Academic) and Sixth Form team.
10. All who apply for the post of House Prefect who are not appointed should be given the courtesy by the HMM of an explanation why.
11. All who apply for the post of College Prefect who are not appointed should be given the opportunity to receive feedback from the Head of Sixth Form or Housemaster/mistress on their application.