

The Role Of A Prefect At Tawhid Boys School

As a prefect at Tawhid Boys School, you will be expected to be on duty at least one break and one lunch per week. You will always be on duty with another prefect (normally from a different year group) and will rarely be expected to do prefect duty on your own. The first two important rules regarding your prefect duty are:

- Be on duty **on time**. (*Prefect timetable is located on display board in entrance corridor*)
- Stay at your post until your class comes back in

Understand, that as a school prefect, you may be called upon to take on various responsibilities at any time whether you are on duty or not.

However,

your main duty as a prefect is to **supervise the front door into the school building and the door of the wudu khana at break and lunch time**. There are two responsibilities involved in doing this:

1) RESPONSIBILITY REGARDING PUPILS AT THE SCHOOL

- As soon as your duty begins, you must work together with the other duty prefect and make sure that one of you (preferably the older prefect) goes to the top floor and works his way down, making sure that EVERY pupil has gone outside. There is absolutely NO special allowances for your own friends to delay their time inside the building – and doing so will result in yourself being disciplined.
- You are strongly advised to stand as close to the 2 doors (main door & door to wudu khana) as possible. The closer you are to the doors, the easier it is to stop someone coming inside.
- Do **NOT** let any pupil into the school building at break and lunch time regardless of what their excuse is, unless they have an official signed slip from a member of staff. And even after letting them in, you must escort them to the place where they claim they must go. Again, NO allowances can be given to friends no matter how much they bribe (or beg) you to come into the building.
- Ensure the pupils changing for PE stay in their classroom, unless they are using the wudu khana.
- If a pupil is in the building without permission then strictly follow the following procedure:
 - Politely but firmly ask them to leave - Do **NOT** physically handle the pupil under any circumstances.

IF THE PUPIL DOES NOT LISTEN THEN:

 - Tell him that he will be reported which will lead to a detention if he doesn't leave the building immediately.

IF THE PUPIL DOES NOT LISTEN THEN:

 - Report the pupil using an official 'Report Slip' which you will pass on to corresponding tutor asap. Stay with the pupil until he leaves

the building. If a teacher is available, seek his help to remove the pupil. (by this point however, the offending pupil should have left by himself)

(Report slips can be issued for any of the reasons stated on the slip itself)

2) RESPONSIBILITY REGARDING VISITORS TO THE SCHOOL

- Do **NOT** let any outside visitors into the school without first confirming with MR Adia (or appropriate member of staff in the office) that they have an appointment.
- Speak politely to the visitor with words such as, "Can you wait here for a moment while I just check with the office?"
- If no-one is in the office and there is no other member of staff available then you politely ask the visitor to wait outside the gate until a member of staff arrives who will deal with the situation.

Of the 10 school prefects, there will be a head prefect who will make sure your duty is being carried out effectively. He has been chosen as the head prefect because he has understood the responsibility better than any of the other prefects - so you must learn from him and take his advice carefully.

Be on your guard, Mr Bilal will regularly do spot checks on prefects to ensure they are doing their job properly.

HEAD PREFECT 2009/2010: Mohammed Manger

School prefects enjoy certain privileges. Amongst these are:

1. You may stay inside the school building, even when not on duty.
2. You may eat inside the school building during break & lunch times.
3. Although you **MUST** pray your Salah in jamaat in the jamaat khaana in either the first **OR** second salaah period, you are not obliged to remain in the jamaat khanna for the entire salah period if you don't want to.
4. You do not have to do litter duty
5. You are invited guests at the Y11 presentation evening and meal.
6. You will have something very positive to write on your college application form.