



# Prefect's Training Booklet





# Contents



1. Knaphill School Values
2. At Knaphill we will...
3. The Year 6 Prefects Team
4. Duty Timetable
5. Prefect Duties – Corridor Reminders
6. Prefect Duties –Wet Play
7. House Colour Assembly and Meetings.
8. Peer Mediation
9. Useful steps





# Knaphill Junior School Values

- Trust
- Respect
- Perseverance
- Enjoy and achieve





# At Knaphill we will...



Pupil Parliament asked their class to come up with 5 things everyone at Knaphill should do to ensure Knaphill is a happy and safe place to be. All the children contributed their ideas and the Learning Council chose the 5 most popular ideas:

- Use our P's and T's
- Say good morning and good afternoon to everyone we see
- Always remember to smile!
- Open doors for others
- Give way to others





# Prefect Duties

## Corridor Reminders

- Keep calm and be friendly with all children
- Children can come through the doors at break and lunchtime if they are going to the toilet.
- To go anywhere else in the building they must they have a pass (Computing or library)
- Treat all children the same
- Note down any rude or unnecessary behaviour that needs an adult to deal with at a later point.





# Prefect Duties

## Wet Play Reminders

- Clap a pattern when you need attention.
- Make sure children are staying at their desks.
- Classes need to pack up around 10.50 or 12.50.
- Ensure all children are in their classrooms.
- Make sure everyone has someone to play with.





# House Colour Assemblies and Meetings

All the prefects meet regularly to discuss what needs to be said to their houses as the next house assembly. We will prepare for these together.

- Have notes to help make clear what you need to say.
- Make sure children are listening carefully and help monitor noise along with teachers
- Meetings need to last for 20 minutes
- Take notes of any questions or comments your house may have.





# Peer Mediation



Sometimes children in the playground have a disagreement. This can cause children to become upset. The prefects and the playground mediators have the job of helping solve these problems. Sometimes an adult will need to help solve the problem if the behaviour that has occurred is too serious for you to deal with or if your steps are unsuccessful.







# Useful Steps



## Case Study

*Two children are having an argument about the rules for a game they are playing. One has come to you for some help claiming that it is all the other person's fault and they were being very rude to them.*

1. Stay calm and take them away from the group so you can talk to them about what has happened.
2. Say to both of them that they will need to listen to each other and that you will ask them to explain one at a time what has gone on.
3. After they have spoken to you, ask them how they can fix the problem.
4. Take their suggestions and tell them what will happen next. Explain that to have fun they need to follow the rules of the playground and put into action what you have suggested. They both need to agree to this.
5. Go back and review later that playtime.

**\*\* If you are unsuccessful or the behaviour or wrongdoing is severe seek an adult for further support\*\***

