



STAFFORD SRI LANKAN SCHOOL DOHA

Prefects Selection Policy and Procedures

1.Composition of the Prefects' Guild

Position	No of students*
Head Girl	1
Head Boy	1
Deputy Head Girl	1
Deputy Head Boy	1
Games Captain	2
Head of Student affairs	2
Head of Information Technology	1
Head of Co-curricular activities	1
Head of Assemblies and events	1
Senior Prefects	14
Prefects	35
Junior Prefect	30
Prefect trainee	35

**Subject to change based on number of application and student population*

2.Members of the Guild.

- **Teacher-in- Charge of the Prefects' Guild**

- Ms.Uthpala Nayanaransi
- Mr. Kevin Perera
- Mr. Pradeep Jayathissa
- Mr. Ashad Badurdeen
- Ms. Uma Shankari - Primary Section

- **Advisory Committee-** Ms. Jhan, Ms. Fawaza, Ms. Shifnaz, Mr. Thushan, Ms. Shalindri, Mr. Dasun, Ms. Dasni

3.Members of the prefects' selection committee

- Principal and Vice Principals
- Heads of Department
- Sectional Heads
- Teachers-in-charge of the Prefects' Guild (last year)
- Discipline coordinator

4. Prefect selection process overview and proposed time frame

Procedure	Proposed date to be completed
Opening applications	Sunday, 2 nd June 2025
Closing date for applications	Thursday, 4 th September 2025
Speeches by the candidates for Head position	Monday, 8 th September 2025
Interviews	Saturday, 13 th September 2025
Student and Teacher vote for key positions	Monday, 15 th September 2025
Publicizing of the selected list	Sunday, 21 st September 2025
Prefects' Investiture	Thursday, 9 th October 2025
Leadership Program	Saturday, 11 th October 2025

- For further inquiries please contact the Teachers-in-charge of the Guild.

5. Applicant's Eligibility Criteria

- Applicant's eligibility for a guild position depends on the student's current grade and minimum number of years he/she has been a student of SSLSD.

Position	Eligible current grade	Eligible minimum number of years as a student of SSLSD
Head Boy/ Girl/ Games Captain	Year 13	Four years
Deputy head prefects	Year 13	Four years
Other Key positions	Year 13	One years
Senior prefect	Year 13	One year
Prefect	Year 12	One year
Junior Prefect	Year 11	One year
Trainee Prefect	Year 10	One year

- New applicants from **Grade 13 can only apply for Prefect** position. (Y12)
- New applicants from Grade 12 and 11 can apply for their relevant category.

(The above points are not applicable for Past Members of the Guild)

Note: If a student has completed only one year at SSLSD, prefect position held in the previous school will be considered for selections.

6. Prefect Application Form

The application form can be downloaded from the school website. The students will be contacted when the applications are open. The closing deadline for submission will be mentioned in the application form. Please see attachment for 'Prefect Application Form'.

7. Prefects Selection Criteria

Prefects are selected on a points-based system under the following criteria:

Criteria	Weight
<i>Academic achievement</i>	30%
<i>Extra- curricular activities and Contribution in school events</i>	30%
<i>Discipline</i>	20%
<i>Leadership & communication</i>	20%

7.1 Academic Achievements: 30%

Points will be given for the past academic results as follows:

- Guild Head positions/ Senior Prefects/ Prefects – Edexcel examination Results of the last two years will be considered.

Points	Grade
5	<u>A</u>
4	<u>B</u>
3	<u>C</u>
2	<u>D</u>
1	<u>E</u>
0	<u>U</u>

- Prefects – Edexcel examination Results of the last year (IGSCE) will be considered.
 - The proportion will be calculated based on the total **9 -1 grades out of 72 (9*8 subjects)**
- Junior Prefect / Prefect Trainees: Results of last two semester examinations.

Points	Grade
5	<u>A*</u>
4	<u>A</u>
3	<u>B</u>
2	<u>C</u>
1	<u>D</u>
0	<u>E/U</u>

7.2 Extra-Curricular Achievements and school events: 30%

Extra-curricular activities are divided under two sections as Sports and Non- sports.
Each category contains 15%.

Sports: Any sports activities

Non-sports: School clubs such as MUN, Debate, Gavel, Scrabble, AV club, Dance, Choir, Drama
Any external clubs, class events such as food stalls, canteens, competition participation,
DOFE camping, bon-fire, Business BBQ, volunteering

7.2.1 Extra-Curricular Achievements

Points will be awarded for the applicant's achievements in any extra-curricular activities based on the achievement level.

Points	Achievement level
7	International school level
5	Inter school level
3	School level
1	Any other award (clubs external to school)

7.2.2 Participation in Extra-Curricular Activities, School events & Sports

Points will be awarded to applicants for their participation in school events, sports, or club-based extracurricular activities at various levels, provided they have **not received any placements** in these events. Such achievements are already recognized under section 7.2.1.

Points	Club member or participation
5	International level participation
3	Inter school level participation
1	School level participation

7.3 Leadership and communication: 20%

Points for leadership will be awarded based on two components:

- **Application Form** – 10%
- **Interview** – 10%

Any leadership roles undertaken by the applicant and club level participation will be awarded as follows. The title held should clearly be mentioned in the application.

Points	Club Leadership Role Category
3	<i>Captain or President of clubs/athletic teams</i>
2	<i>Any other role inside school</i>
1	<i>Any other role outside school</i>

Points for being a member of the prefects' guild will be given based on past performance in the guild. This will be awarded by the Guild Teachers.

Points	Past Prefect Guild Category
3	<i>A- Excellent</i>
2	<i>B - Satisfactory</i>
1	<i>C – Needs Improvement</i>

7.3.1 Teachers' and Students' vote for the Head Prefect Positions

For applicants seeking head positions, the following attributes will be assessed:

- **Leadership, Communication Skills, Rapport with Peers/Teachers**

These attributes will be evaluated through **voting** and **interviews**.

Position	Interview	Voting
Head positions of the guild	10%	10%
Other guild positions	20%	-

- Teachers' closed vote system
 - a. All teachers who have served in school for more than 3 years
 - b. All upper school teachers who have served the school more than one year
- Students' closed vote system
 - Students of Year 10 to 13
- Voting results will be kept confidential within the selection committee.

7.4 Discipline: 20%

7.4.1 Interviews conducted by a panel

All qualified applicants will be interviewed by a panel who will award marks for each student. Disciplinary complaints must be supported by written evidence (previous year's discipline record books).

- Interview panel for heads and key positions will include:
 - Principal
 - Vice Principals
 - Sectional Heads
 - HODs
 - Past Prefects-in-Charge
 - Discipline Coordinator
- Interview panel for the trainee position will include minimum 4, maximum 8 members from the below given categories:
 - Last two years' class teachers
 - subject teacher(s) who have taught them at least for one year
- Interview panel for the other positions will include minimum 4, maximum 8 members from the below given categories:
 - Last year's class teachers
 - subject teacher(s) who have taught them at least for one year

7.4.2 *Disciplinary penalties*

Marks will be further deducted based on the below given circumstances:

In case a candidate has served a suspension previously from either the Prefects' Guild or the school, the maximum score attainable for disciplinary matters will be reduced from 20% to **15%** of the total marks.

8. Games captain selection points

- Provided that the candidate has been selected as a senior prefect, the following points will be considered for the games captain position.

Qualifications (in Sports)	Participation	Winning
International level	5	7
Inter school level	3	5
School level	2	3
Had been a sports team / house captain	2	N/A

9. Finalizing the results

- Teachers in charge of the selection committee will finalize the results.
- Results will be submitted to the Chairman with the Principal's approval.
- Decision of the selection committee will be final.
- Results will be published on the Notice Board after the Chairman's approval.
- Upon request, applicants will be able to obtain his/her point totals and know the reason for not being selected or promoted to the applied position.