



STAFFORD SRI LANKAN SCHOOL DOHA

Primary Prefects (Year 6) Selection Policy and Procedures

1. Composition of the Primary Prefects' Guild

Position	No of students
Primary Prefect from each Year 6 class	2 girls + 2 boys = 4 prefects
Total	4 x 6 classes = 24 Primary prefects

2. Members of the Guild.

- **Teacher-in- Charge of the Primary Prefects' Guild**
Ms. Uma Shankari - Primary Section
- **Advisory Committee-** Ms. Hannan, Ms. Sri, Ms. Subash, Ms. Shirely, Mr. Valentine
Ms. Fawaza, Ms. Shalindri, Ms. Dasni, Mr. Dasun and Discipline Committee

3. Members of the Primary prefects' selection committee

- Principal and Vice Principals
- Sectional Head & Heads of Department
- Class Teachers (Present year and last year)
- Grade Coordinators
- Discipline coordinator

4. Applicant's Eligibility Criteria

- Applicant's eligibility for a Prefect 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
Primary Prefect	Students of Year 6 (Academic Year 2025-2026)	One year

5. Primary Prefect selection process overview and proposed time frame

Procedure	Proposed date to be completed
Opening applications	Thursday, 28 th August 2025
Closing date for applications	Wednesday, 10 th September 2025
Interviews for shortlisted candidates	Wednesday, 17 th September 2025 Thursday, 18 th September 2025
Publicizing of the selected list	Thursday, 25 th September 2025
Prefects' Investiture	Thursday, 9 th October 2025
Leadership Program	Saturday, 11 th October 2025

6. Primary Prefect Application Form

The application form can be downloaded from the school website. The closing deadline for submission will be mentioned in the application form. Please see attachment for 'Primary Prefect Application Form (Year 6)'.

7. Primary Prefects Selection Criteria

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

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

7.1 Academic Achievements: 30 points

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

- Year 5, first and second semester marks will be considered.

First Semester		Second Semester	
Points	Grade	Points	Grade
15 points	A+, A	15 points	A+, A
12 points	B+, B	12 points	B+, B
9 points	C+, C	9 points	C+, C
6 points	D	6 points	D
3 points	E	3 points	E
0	U	0	U

7.2 Extra-Curricular Achievements and school events: 30 points

Extra-curricular activities are divided under two sections as,

- Sports – 15 points
- Non- sports – 15 points

Sports: Any sports activities

Non-sports: School clubs such as Scrabble, IT club, home science Club, Art Club, Dance, Choir, Drama, class events, competition participation (E.g.: Eloquence), Cub Scouting, volunteering

7.3 Discipline: 20 points

7.3.1 Disciplinary penalties

Marks will be deducted based on the below given circumstances:

In case a candidate has been warned for any disciplinary issues during Academic Year 2024/2025, the maximum score attainable for disciplinary matters will be reduced from **20 points to 10 points** of the total marks.

7.4 Leadership and communication: 20 points

Points for leadership will be awarded based on two components:

- Past records of leadership- from class teachers -05 points
- Presentation & interview -15 points

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 will include:

- Principal
- Vice Principals
- Sectional Head
- Year 5 Class Teachers of Academic year 2024/2025
- Year 6 Class Teachers of Academic year 2025/2026
- Discipline Committee (Primary)

8 Finalizing the results

- Teachers in charge of the selection committee will finalize the results.
- Results will be submitted to the principal for approval.
- Decision of the selection committee will be final.
- Results will be published on the Notice Board after the Principal's approval.