



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	24
Total	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. Shirly, Ms. Subash, Ms. Taniya, Ms. Priyawadhana and Mr. Valentine

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 2026-2027)	One year

5. Primary Prefect selection process overview and proposed time frame

Procedure	Proposed date to be completed
Opening applications	Sunday, 4 th June 2026
Closing date for applications	Sunday 6 th September 2026
Interviews for shortlisted candidates	Sunday, 13 th September 2026 Monday, 14 th September 2026
Publicizing of the selected list	Thursday, 21 st September 2026
Prefects' Investiture	Thursday, 8 ^h October 2026
Leadership Program	Saturday, 10 th October 2026

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

7.1 Academic Achievements: 30 %

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

- Year 5, first and second semester marks will be considered for the following subjects: English, Math, Science, Computing.

First Semester		Second Semester	
Points	Grade	Points	Grade
5	A+, A	5	A+, A
4	B+, B	4	B+, B
3	C+, C	3	C+, C
2	D	2	D
1	E	1	E
0	U	0	U

7.2 *Extra-Curricular Achievements and school events: 30 %*

Extra-curricular activities are divided under two sections as,

- Sports – 15 %
- Non- sports – 15 %

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.

7.2.1 *Extra-Curricular Achievements*

Points	Achievement level
7	International/ National 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	<i>Club member or participation</i>
5	International/national level participation
3	Inter school level participation
1	School level participation

7.3 Discipline: 20 %

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 2025/2026, the maximum score attainable for disciplinary matters will be reduced from **20 % to 15 %** of the total marks.

7.4 Leadership and communication: 20 %

Points for leadership will be awarded based on two components:

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

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 2025/2026
- Year 6 Class Teachers of Academic year 2026/2027
- 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.