



GRANGE SCHOOL

A Culture of Continuous Improvement

Student Leadership Policy

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1. GRANGE SECONDARY STUDENT LEADERSHIP POLICY OVERVIEW

1.1 INTRODUCTION

Grange School is committed to promoting positive wellbeing through active student engagement. Encouraging student participation is central to this commitment. The Student Leadership Team provides students with meaningful opportunities to develop the skills and confidence needed to contribute positively to both the school and the wider community.

Leadership at Grange School spans academic, sporting, cultural, and community activities, with a strong emphasis on service, integrity, and school pride.

The school values student voice and is dedicated to creating a supportive environment that enables students to discover, nurture, and realise their leadership potential.

1.2 Rationale: This policy aims to empower student leaders to develop essential skills, promote a positive school culture, and ensure accountability and support

1.3 PURPOSE

Grange School Student Leadership Team aims to:

- Provide a forum for the discussion of students' ideas and opinions
- Build and support a positive school culture by encouraging participation
- Provide opportunities for the development of leadership skills
- Support the activities and initiatives of other groups within the school and community, including charity organisations

1.3 KEY RESPONSIBILITIES

- Represent the student body
- Demonstrate leadership initiatives
- Communicate effectively with peers and staff
- Maintain academic integrity
- Model positive behavior and attitude
- Support school events and activities

2. STUDENT LEADERSHIP SELECTION PROCESS

2.1 CRITERIA FOR ELIGIBILITY/SELECTION

2.1.1 ACADEMIC

- A consistent minimum **CGPA of 2.75** throughout Year 9 and Term 1 of Year 10
- Candidate must have a consistent attendance record of **95%** and over for each term throughout Year 9 and Term 1 of Year 10 (except in the case of approved absences)
- Candidate must have a consistent punctuality record of **95 %** and over for each term throughout Year 9 and Term 1 of Year 10 (except in the case of approved lateness)

2.1.2 PASTORAL

- A minimum of **210** (Bronze award) conduct points.
- Candidates must have carried out a mandatory prefect evaluation period as appointed by the Head of Pastoral

2.1.3 OTHER REQUIREMENTS

- Student leadership roles are open to a **maximum of 1/3 of the Year Group**
- Head boy, Head girl and Lead mentors **must have attended**

Grange from Year 9 to be eligible to apply.

2.1.4 SELECTION EXCLUSION :

Students who have been involved in any of the following throughout Year 9 until the current term **will not qualify** for a position on the Grange Student Leadership team.

- served more than 3 detentions,
- served a whole day Isolation
- been assigned a behaviour report
- been sent on temporary exclusion, etc,

NB: This is not an exhaustive list. The school management team reserves the right to review the exclusion list based on the nature of the offence.

3. APPLICATION

Students who have met all the previous stated criteria can proceed with the application process which include the following:

- Submission of a personal statement. This should include:
reasons for aspiration to be a student leader past and current
contribution to the school ethos and goals if appointed
- Submission of a letter of application for two positions of interest.
Each candidate must apply for two possible roles that they would like
to be considered for.
- Submission of 3 reference letters by: the current form tutor and 2
teachers who have taught the student in key stage 3

4. NOMINATION PROCESS

Students who have met all the previously stated criteria and submitted all required documentation will then proceed to the nomination phase

- Students' voice/survey - This survey will be carried out among the students and will carry a **total of 25%**
- Teachers' Voice/Nomination into roles - This survey will be carried out by teachers and will carry a **total of 50%**
- Interviews by the Student Leaders selection committee : Candidates will be interviewed by the members of the Student Leaders Selection Committee. This interview will carry a **total of 25%**

SLT (Secondary Leadership Team) Interview: Interviews for all roles will be conducted by the members of SLT and a final verdict given.

The nominated Head boy and Head girl will have a last phase interview with the Head of School.

5. TRAINING AND SUPPORT

- Leadership workshops and training sessions
- Mentorship by the School counsellor/Head of Year.
- South Africa leadership training (Additional advantage)

6. MONITORING AND ACCOUNTABILITY

- Regular evaluations and feedback: Students who qualify for leadership positions will be regularly evaluated by the Head of Year and Head of Pastoral.
- Addressing concerns and issues promptly
- Removal from position if expectations are not met. The school reserves the right to remove any student leader from their assigned position if their conducts do not align with the expectations of the school.

7. GENERAL RESPONSIBILITIES OF A PREFECT

- To model good leadership and discipline amongst students
- To observe the school rules at all times
- To be well-groomed at all times
- To maintain an excellent attendance record
- To be punctual for duties
- To maintain an excellent behaviour record
- To be enthusiastic and positive about the school
- To encourage and motivate fellow students
- To be cooperative, helpful, well-mannered, trustworthy, and responsible
- To be respectful towards teachers, peers, and other students.
- To display exemplary leadership qualities and be willing to take on extra responsibilities
 - To be able to take initiatives to work independently and complete tasks with minimal supervision
 - To maintain a solid academic record of not less than 2.75 CGPA at all terms
- To be a good ambassador of the school.

8. STUDENT LEADERSHIP POSITIONS

- Head Boy
- Head Girl
- Lead Mentors Boy
- Lead Mentors Girl
- Deputy Head Boy
- Deputy Head Girl
- Social Prefect
- Assembly/ Ceremonial Prefect
- Library Prefect

- Sports Prefect (2 if available)
- House Prefects (4)
- Health Prefect
- Hostel Prefect (2 if available)
- Academic Prefect
- Mentors (depends on the size of the year group)
- S.R.C President
- Head Duty
- Duty Prefects (depends on the size of the year group)
- Sustainability (UN SDG's) Prefect

9. ROLES & RESPONSIBILITY

9.1 HEAD (BOY AND GIRL)

- To organise and plan regular meetings with the School Council and ensure that decisions are carried out
- To represent and speak for all students in the school
- To support and prepare activities that encourages and support the learning of others
- To be internal and external ambassadors for the school and to act as role models for all students at Grange School
- To represent the school during key presentations about the school, for example to prospective parents and students at school events
- To report to the Senior Leadership Team every half term
- To co-ordinate a team of Student Leaders to perform their duties adequately
- To act as a Peer Mediator for the students in the lower years (training will be given)

- To organise and participate in service learning event such as charities and fund-raising events
- Any other duties that may be assigned by the school

management Team

9.2 DEPUTY HEAD GIRL AND DEPUTY HEAD BOY

- To deputise for the Head Girl/ Head Boy in their absence
- To have good organisational and communication skills and have a mature and thoughtful outlook
- To liaise with the Head Girl/Head Boy in organising and planning regular meetings with the School Council and ensure that decisions are carried out
- To work with the Head Duty Prefect to create a duty Rota and ensure that all Student Leaders are fulfilling their duties
- To act as a Peer Mediator for the students in the lower years (training will be given)
- To be internal and external ambassadors of the school and to act as role models for all students at Grange School

9.3 SOCIAL/WELLBEING PREFECT

- To plan and coordinate approved social events such as charity balls, winter formal etc
- To organise all social events in the school and promote school spirit
- To identify, research possible and appropriate social events

9.4 ASSEMBLY/CEREMONIAL PREFECT

- To coordinate and ensure the smooth running of school assemblies
- To anchor special events such as accolades, school leavers assembly etc

9.5 LIBRARY PREFECT

- Encouraging the school community to embrace a culture of borrowing and reading hard and soft copies of books
- Coordinating Grange Reads and reading Champions with the Librarian
- Encouraging a culture of student participation in the Book Week

9.6 SPORT PREFECT

- Promotion of student participation in internal and external Wider Curriculum activities.
- Organise inter-form sporting competitions and assisting in the running of sports day while promoting fair play
- Promote sporting activities and support PE department with the organization running of sporting fixtures

9.7 HOUSE PREFECT

- To support house coordinator in running the affairs of the house
- To organize and coordinate students in all house events in collaboration with staff, including cultural/ national day, Christmas concert, inter-house sports, inter house drama and all other forms of inter-house activities
- To ensure all house members are well behaved during house meetings, attend all meetings, and all students are well behaved in the school

9.8 HEALTH PREFECT

- To ensure students observe good personal hygiene
- To ensure the environment is clean at all times. e.g. Classroom, corridors', etc.
- To collaborate with the School Nurse and School Counsellor on health programs which would benefit the students

9.10. HOSTEL PREFECT

- To ensure general hostel discipline in collaboration with house parents
- To organise social events and bonding activities in the boarding hostel

9.11. ACADEMIC PREFECT

- To encourage students with their academic performance
- To support junior students with their academics

9.12. LEAD MENTOR (BOY & GIRL)

- To help new students settle into school
- To provide support and guidance for struggling students
- To help students overcome behavioural, social, emotional problems affecting learning
- To monitor and work together with other mentors

9.13. MENTOR

- To work closely with the lead mentors
- To help new students settle into school
- To provide support and guidance for struggling students
- To help students overcome behavioural, social, emotional problems affecting their wellbeing

9.14. S.R.C PRESIDENT

- To organise meetings once each half term with the SRC members and give feedback to the school management
- To have a relevant agenda prepared to direct the meeting
- To ensure that the minutes of previous meetings is prepared and circulated before the next meeting

- To delegate and ensure smooth running of events put in place by the SRC (e.g service learning and/or community development)
- To lead and encourage student leadership, particularly with the school community

9.15. HEAD DUTY / DUTY PREFECTS

- To ensure all break periods are properly supervised
- To ensure students clean up after short and long breaks
- To ensure adequate supervision of students by the school leaders
- To ensure that prefects are supportive of teachers on duty
- To ensure all corridors are chaos-free and peaceful during breaks.

9.16. SUSTAINABILITY PREFECT 9UN SDG's)

- **Leadership and Advocacy:**
 - Lead and promote school-wide sustainability initiatives and SDG-related activities.
 - Serve as a voice for student perspectives on sustainability, providing input on school policies, events, and programs.
 - Organize awareness campaigns and educational events to engage students and staff on sustainability issues and the SDGs.
- **Program Management:**
 - Coordinate and manage sustainability projects and events, such

as clean-up drives, recycling programs, or tree-planting initiatives.

- Collaborate with school clubs, local organizations, and external experts to organize sustainability-related workshops, talks, and activities.
- **Collaboration and Networking:**
 - Build strong relationships with students, staff, and local community groups to create a shared vision of sustainability.
 - Work closely with the school's leaders to integrate SDGs into the school's curriculum and extracurricular offerings.
 - Develop opportunities for Grange students to showcase positive actions they are taking with other schools including AISEN, COBIS and less privileged schools in Lagos.
- **Monitoring and Reporting:**
 - Track the school's progress on sustainability initiatives and SDG-related goals, reporting on outcomes and challenges.
 - Collect and analyse feedback from peers to improve future sustainability initiatives.
- **Education and Awareness:**
 - Promote understanding of the UN Sustainable Development Goals among students through campaigns, presentations, and social media outreach.
 - Lead discussions and activities focused on how students can make a positive impact on the environment and society.

10. STUDENT LEADERS' PLEDGE

I pledge to honour God, to be loyal to my school

To uphold her traditions and to contribute toward the enrichment of this school I will endeavour, in the course of my duties, to do my best and place service before self

To act fairly without bias or favouritism

To be fearless in the face of opposition or unpopularity

What I strive for is to be upright and just

I acknowledge my responsibility to uphold the image of the school by my conduct both within the school and in the public eye and by so doing maintain the honour of Grange School.
