

Greenwood International School



Student Parliament Handbook

2023-2024

Introduction

Congratulations on being selected to be part of the Student Parliament! Being part of the Student Parliament is an honor and a privilege and we hope that you will look back on your time in this role with a sense of pride, particularly in future years when you move on from Greenwood International School to university and beyond. As a Student Parliament member, the weight of responsibility rests on your shoulders and you will be assigned a range of duties and responsibilities.

Requirements

Qualifications and experience

- Academic record should be on or above target
- Behavioral record must be exemplary, including attendance and punctuality

Personal skills and aptitudes

- Self-confident: be bold and assertive
- Ability to speak in public, to students and adults
- Be a team worker
- Be organized and resourceful
- Be polite, honest, reliable, punctual and hardworking

The Basic Skills of Outstanding Leadership

- Integrity
- Communication
- Relationships
- Networking
- Persuasion
- Adaptability
- Teamwork
- Decision-making

Roles and Responsibilities

The Student Parliament plays a vital part in the running of Greenwood International School, assisting and supporting both staff and pupils.

It is important you, and the whole school community, are very clear about your role and responsibilities:

- Observe the school rules at all times
- Be dressed appropriately at all times
- Maintain an excellent behavior, attendance and punctuality record
- Be punctual for your duties
- Be positive and enthusiastic
- Be able to encourage and motivate fellow students
- Be cooperative, helpful, well-mannered, trustworthy, and responsible
- Be respectful toward teachers, your peers, and the school environment
- Display leadership qualities: confidence, initiative, problem solving skills
- Be willing to take on extra responsibility
- Be able to work independently and complete tasks without supervision

- Maintain a good academic record
- Be a good ambassador for the school
- Act as a role model for students and promote the ethos of the school
- Maintain an atmosphere of friendly cooperation, discipline and unity in the school
- Adhere to school rules and regulations at all times
- Help ensure school rules are adhered to by pupils
- Ensure that behavioral standards are maintained
- Report any issues to the Student Council
- Attend all meetings as required
- Liaise and collaborate with each other as a team, to ensure efficiency and smooth running of their own area of responsibility and of the school as a whole
- Be an approachable Prefect to whom students can come to for assistance
- Always work in the interest of the school
- Help organize school events
- Attend school events when required
- Perform recess duties (more detail given below)
- Certain members/prefects may be given specific roles and responsibilities.

Recess Duties

All prefects/members of the Student Parliament are required to perform duties during recess. It is important that you know where and when you are on duty. It is vital that you always turn up for your duties on time, that you execute your duty to the best of your ability and that you do not leave until the end of your duty time. It is also essential that you only stand with the other prefects on duty in that area and not with your 'friendship group'. If you fail to report to your duty, you are letting yourself and fellow prefects down and weakening the Student Parliament system. **Prefects that persistently fail to turn up to their duties will forfeit their right to be a prefect.**

If you know in advance that you are unable to do your duty, it is your responsibility to ensure that the duty is undertaken by arranging a swap with another prefect with the approval of the Student Parliament Head.

Limits of Authority

Implementation of discipline is carried out by members of Staff only. It is your duty to support staff by reporting any issues to the member of staff on duty at the appropriate time. This may be done immediately as a pupil's safety is at risk or at the next available time if it is not a pressing issue.

Accountability

Prefects/members are ultimately accountable to the member of staff in charge of the Student Parliament. On a day-to-day basis, Prefects/members are responsible to the individual member of staff running the activity or duty (refer to duties list on the Prefect notice board).

Removal from the Student Parliament

Prefects/ Members who fail to adhere to Student Parliament Code of Conduct and to maintain their roles and responsibilities will be given a notice of intention to remove their prefecture status. Students failing to address the area/s of concern will have their prefect/membership status removed.



Greenwood International School

Student Parliament Contract

2023-2024

After thoroughly reading the Student Parliament Handbook and agreeing to its principles, all members must sign the code of conduct outlined below. If any member reneges on the contract, his/her badge and position will be taken away. Members will have a two-month probation period.

Code of Conduct

- ✓ I accept my badge as a member of the Student Parliament at Greenwood International School for this year. I agree to carry out the following duties and responsibilities:
- ✓ To maintain a high standard of academic progress, behavior, attendance, and punctuality.
- ✓ To wear my prefect's badge and proper school uniform with pride.
- ✓ To obey the school rules in their entirety and without question.
- ✓ To be a good ambassador for the school.
- ✓ To act as a role model for students and promote the ethos of the school.
- ✓ To maintain an atmosphere of friendly cooperation, discipline and unity in the school.
- ✓ To wear the correct uniform at all times.
- ✓ To adhere to school rules and regulations at all times.
- ✓ To help members of teaching staff if they require assistance.
- ✓ To represent the school at any public function, taking active part in the event, helping and organizing whenever I am asked.
- ✓ To help pupils, especially new pupils during their orientation to school.
- ✓ To always assist visitors to school by being polite, friendly, and courteous.
- ✓ To maintain a high standard of cleanliness and tidiness throughout the school.
- ✓ To attend my recess duties or other assigned duties, arranging cover if I know in advance I will not be in, subject to approval from my superiors.
- ✓ To report any issues to the Student Council.
- ✓ To attend all meetings as required.

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Acknowledgement Slip

Date: _____

I, _____ have read and understood the terms and conditions of the Student Parliament Handbook and the Code of Conduct and I agree to carry it out to the best of my abilities.

Student's Name: _____

Signature: _____