



# THE PREFECTS' CODE



PREFECTS' ASSOCIATION  
MARIS STELLA COLLEGE NEGOMBO.

2024-2025

**CONSTITUTION**

PUBLISHED	1989-1990
FIRST REVISION	1992-1993
SECOND REVISION	1995- 1996
[PRINCIAL CONSTITUTION]	
REPRINTING	1995 -1996
THRID REVISION	1999 --2000
[AMENDED CONSTITUTION]	
REPRINTING	1999 -2000
FORTH REVISION	2008

**PREFECTS' CODE**

PUBLISHED	2025
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## **PREFACE TO THE SECOND EDITION**

The Constitution of the Prefects' Association of Maris Stella College is rather a comprehensive document, its aim being the vesting of rights, duties and responsibilities in the Prefects to enable them to co-operate and collaborate with the management of the College in maintaining discipline, order and promotion of the general welfare of the institution.

Those chosen as Prefects therefore bear a great responsibility for the smooth functioning of the College. In the honest discharge of their duties, the Prefects gain self-confidence and the administrative ability that are a very useful training for life society,

Maris Stella has her own ideal and aim in life as she has hitched herself to the Star of the Sea, therefore we have to safeguard and maintain that Maristonian ethos and spirit. This involves a deep sense of honesty and love. Education is not complete without character formation that is initial to be disciplined and useful citizen of the country. Prefects have to bear all these in mind and do their best to make life journey safe as envisaged in our Motto Iter Para Tutum.

**15th of February 1996**

**Rev. Bro. Godfrey Perera**  
**Principal**  
**Maris Stella College**  
**Negombo**

## **PREFACE TO THE THRID EDITION**

I learn this is the third revision to the Constitutions of the Prefects' Association of Maris Stella College that was formally introduced in November 1989. Revision is a clear sign of a need to progress. Changes can occur only when the need to change has been realized. This product of revised edition is a fruit of such a realization. For me it's clear Sign of growth of the Prefects Association.

The Prefects Association of Maris Stella College has carefully observed and followed the governing principles of its body. The Constitutions recommend the personality of a Prefect. It covers many aspects of a student leader with clear guidelines. It helps both the student leader and the persons responsible for the leader to interact in a very efficient and effective manner.

These guidelines have been introduced in the backdrop of good Christian and Marist tradition practiced in the College over period of more than seventy-five years.

These Constitution have been formulated with the ultimate goal of forming the worthy citizen who could be a potential leader in society; a leader of integrity.

May the content of this book help all Prefects to be noble and gentle" as the words of the College anthem suggest. May these guidelines help form exemplary leaders in the school society showing the way to many a student who would look up to College Prefects.

Let Mary's hidden and unknown" virtues bless you in leading your fellow students. May Champagnat, the founder of Marist Schools be your role model.

**02<sup>nd</sup> of April 2000**

**Rev. Bro. Michael De Wass  
Principal  
Maris Stella College  
Negombo**

## **INTRODUCTION: THRID REVISION**

The Prefects' Association which has a humble beginning in the year 1927, under the eminent Marist Educationist Late Rev. Bro. Anthony, has now entered the Third Millennium. Today the Association enjoys the respect and the recognition of the school administration and that of the schools in the Western Province as well. I remember with great respect all the Principals of the past for the leadership they have invested the Association. My gratitude to Mr. Sirimal Kerawgoda, Rev. Fr. Milroy Fonseka, Mr. Noel Dabrera, Mr. Srilal Fernando, Rev. Bros. Michael De Waas, Sunanda Alwis, Ranjith Perera and Robert Miranda, the past Masters in-Charge of the Association, who have SO generously given the proper guidance to the Prefects, in whatever the tasks undertaken.

The Association hadn't a proper constitution in the early 1980's. The importance of having a Constitution was strongly felt in late 1987. The Executive Committee of the Association ably animated by Mas. Clancy Peiris [H.P] and Mas. Prasanna Withanage [D.H.P] having discussed the matter with Rev. Bro. Michael De Wass, the Master In-Charge and Rev. Bro. Clinton Perera the Principal, decided to formulate a Constitution for the Association. After having studied the Constitutions of a good number of Prefects Associations Island wide, a draft was prepared. Among at our request, Holy Cross College - Kalutara and Holy Cross Convent - Gampaha responded well sending their Constitutions.

This draft copy was circulated among the Prefects and was directed to study individually in their respective groups before approval. After much discussion, consultations and even occasional debating, the Constitution came out as comprehensive one on the 9th November 1989.

I mention Rev, Bro, Michael De Wass, then Master In-Charge of the Prefects' Association with great respect and gratitude, for having steered, The Thoughtfulness, dedication and commitment with which he rendered his service to this Association is commendable The Association was able to work with a clear vision their after with the help of its own Constitution This Constitution served as a guide and inspiration to the Association in all the matters concerning Prefects until early 1993.

The first revision came when article 3-2.3 of the Constitution was found to be improper. This article concerning the appointment of H.P and D.H.P. was revised by a two third majority vote in the house, supporting it Mas. Gleshan Fernando [H.P] and Shermith Fernando [D.H.P] ably led the group in this regard.

The next revision took place in early 1995 when Mas. Suranga Fernando [H.P] and Mas. Damintha Dissanayake took office. As the Constitutions were found to be failing to serve the Association in certain areas the Prefects, along with their Masters In-Charge thought to remedy the situation by bringing about a major revision to it. This they did in four principal stages at their general Meetings.

I remember Rev. Bro. Shanthi Liyanage, the Principal, Rev. Bros, Ranjith Perera and Robert Miranda the Masters In-Charge who assisted the Senior I group of Prefects then to reach this end.

It was this constitution which served the Association until mid-1999, the present Executive Committee, thought of revising. It was a long, tedious process involving a lot of people and time. But it was methodically handled and well-coordinated by Mas. Sherhan Fermamdo [H.P] and Mas. Chathurangana De Silva [D.H.P]. On this occasion too, every group was asked to study the Principal Constitution and forward their proposals for revisions. These proposals were circulated among the members for study. The next step was to discuss those proposals by the Prefects Advisory Board. Later on, as the final stage, these proposed revisions were approved unanimously at a General Meeting of Prefects It was during the period of Rev. Bro. Godfrey Perera as the Principal these revisions were proposed. I respectfully remember his in this Association. introduction, with gratitude for him[s] love and concern for the Association.

This Amended Constitution that has come as a result of committed and collective efforts of many individuals since 1927, be a sign for unity, brotherhood and discipline. I am pleased to present the Amended Constitution of the Prefects' Association at Maris Stella College to you with the wish that this may help making the young ones “Noble and Gentle” in all that they do.

**Rev. Bro. Sumith Senadheera**  
**Master In-Charge**

## **PREFACE TO THE FOURTH EDITION**

It is very unique that Prefects' Association of Maris Stella College has been having a Constitution since 1989, a period of almost 10 years. And it happens to be one very methodically drafted, a matter of which the Maristonian Prefects should be proud of.

A Constitution is a set of rules that guides the Body for which it has been drawn up, in its functions. When speaking of rules, I am reminded of what Jesus once said: "Sabbath is made for man and not man for the Sabbath." What Jesus implied is that what is more important is not adhering to the very letter of the law but upholding the spirit of the law.

A Constitution of a Prefects' Association is valid only in so far as it incorporates itself in to the administrative rules and practices. It should not at any time over shadow or overlap the administrative set up of the College.

As much as the Prefects Association of Maris Stella College can be proud of having a long-standing Constitution, it should work that constitution to the greater good of the College and rather than make it a tool to promote its own profile.

I hereby express my concurrence with the amended constitution.

**06<sup>th</sup> of February 2008**

**Bro. Mervyn Perera  
Principal**

## **INTRODUCTION: FORTH REVISION**

Generally speaking, a constitution is a system or a code that establishes the rules and principles by which an organization is governed.

The forth-revision of the constitution of the Prefects Association of Maris Stella College Negombo has a long story to tell. Our gratefulness to Rev. Bro. Sunanda Alwis who initiated the constitutional reforms which took an entirely a different root in the year 2006. He wanted not a rule book itself but a spirituality and a philosophy to which the follower's action can be rectified. In other words, he wanted a group of Prefects who follow a rule with a vision and a mission. Hence, he appointed Mr. Srilal Fernando Deputy Principal Administration and me to draw up the Constitution.

Constitution completed to that vision was presented at the Annual General meeting in year 2007 and validated. This change became a "voice in the wilderness" not heard but followed when it is advantageous.

Again, the matter was taken up in the 2008 under the leadership of Rev. Bro. Mervyn Perera the Principal. A series of meetings and the suggestions of the prefects have shaped the present constitution.

My sincere thanks to Rev Bro. Mervyn Perera the present Principal, Rev. Bro. Sunanda Alwis the former Principal, Mr. Srilal Fernando the Deputy Principal Administration, Mrs. Nalani Fernando the Deputy Principal Academics, Ms. Rohini Chithra the Mistress In-Charge of the Association, Mr. Vianny Perera the Master In-Charge of the Association, and the Prefects for the immense support given to me for the finality of the Constitutions.

Dear Prefects, forget not the words of Mark Twain "Laws control the lesser man... Right conduct controls the greater one."

**Rev. Bro. Chinthana N. Nonis**  
**Master In-Charge**

**On the feast of the Presentation of the Lord: 2<sup>nd</sup> Feb 2008**

## **PREFACE TO THE PREFECTS' CODE**

Since the constitution was not been active for a long period of time, the **2024-2025 Senior Group** of the Prefects' Association have decided to reintroduce the constitution of the association in the form of the Prefects' Code. This initiative was taken as an effort to raise the standards of the association and to revive and preserve the long-lost values and traditions which have been forgotten throughout the years. The Prefects' Code will act as a vital key in guiding the association in a proper manner, while also stabilizing its structure and operations.

We owe our heartfelt thanks to our patron, Rev. Bro. Sunanda Alwis, for his invaluable guidance and encouragement throughout this journey. Our deepest gratitude also goes to the masters-in-charge, Mr. Sumedha Appuhamy and Mr. Gayan Fernando, for their dedication and efforts in bringing back the glory of the association through the successful reintroduction of the Prefects' Code. Their unwavering support has truly been a cornerstone of this initiative.

Together, we strived to establish the Prefects' Code as a guiding principle for all future prefects, ensuring the association remains a beacon of discipline, integrity, and leadership for the years to come. In addition, we establish the Prefects' Awarding System in order to enhance the efficiency among prefects. This initiative marks not just the return of a document, but the rebirth of a legacy we are honored to uphold.

**25<sup>th</sup> January 2025**

**Ruvinda Rangay [Head Prefect]  
Dulaj De Silva [Deputy Head Prefect]**

**On the Prefects' Day 2025; LUMINORA'25 25<sup>th</sup> Jan 2025**

## CONTENTS

	Page
1. Preamble	12
2. Chapter I	13
3. Chapter I Statutes	14
1.1. Association	14
1.2. Prefects' Camps	14
1.3. Prefects' Projects	15
4. Chapter II	16
5. Chapter II: Statutes	17
2.1. Duties of the Hierarchy	17
2.2. Prefect Promotions	20
2.3. Installation Ceremony	20
2.4. Promotion Ceremony	21
2.5. Prefects' Uniform	21
2.6. Personal Record Book	21
2.7. Personal Log	22
2.8. Head Prefect's Log	22
2.9. Deputy Head Prefect's Log	23
6. Chapter III: Statutes	24
3.1. Group Meetings	24
3.2. Probation Group Meetings	24
3.3. Bro. Principal	25
3.4. Tenure of Office	26
3.5. Amendments of the Code	27
7. Chapter IV: Statutes	27
4.1. Daily Duties	27
4.2. Special Duties	28
8. Chapter V: Statutes	29
5.1. Rules & Regulations	29
5.2. Awarding System	31
5.3. Criteria for the Appreciation Pin	31
9. Chapter VI: Statutes	32
6.1. Association Principles	32
6.2. Disciplinary Matters of Prefects	33
6.3. Translating Vision onto Reality	33
6.4. Invoice	34
6.5. Notice of Absence from Special Duties	35
6.6. Prefects' Days	36
6.7. Official Website	36



THE PREFECTS' CODE  
OF THE PREFECTS' ASSOCIATION  
OF MARIS STELLA COLLEGE NEGOMBO

**Preamble**

Prefects' Association of the Maris Stella College was founded in the year 1927, as an association helping its members to be actively involved in college activities.

We in order to develop our leadership qualities, establish deep union with our followers, promote the general welfare, and above all to **be a blessing**, do ordain and establish this Code for the Association.

Thus, we are called to;

- **Be a blessing to all**

We become a blessing by;

- Widening the space of the tent.
- Knowing the way, taking the way and showing the way.
- Translating vision into reality.

## **Chapter I - Widening the space of the tent [Self-development]**

- By developing our leadership skills, we widen our tent. We experience our capacity to lead. Since our leadership qualities and personality are bound with an inseparable bond, while developing leadership skills, we shape our personality. Thus, our leadership becomes more of service and honor, not of authority and pride. Thus, we are a blessing to ourselves.
- We all are leaders. We recognize the leadership of others, and we do our best to develop our leadership skills and help others to develop theirs. To develop our leadership skills, we undertake a constant quest to know who and what we are.
- The association is a family. Knowing the individual differences and limitations of the members, we find tactful ways of helping to expand their ability to lead. We even dare to cross the traditions and authoritative barriers to help our members grow.
- Leadership is very much situational. By developing skillful leadership, we put ourselves in any given situation to lead.
- Opportunities are given to us by the school and the association to strengthen our leadership abilities. We attend training camps. These camps direct us to a profound search of our personal aptitudes.
- The projects we are entrusted with provide us an opening to the actions of the theories we learn about leadership. Our projects are value-oriented. We avoid external show, and we seek to be a blessing to the beneficiaries of our projects.

## **Chapter I: Statutes**

## **1.1. Association**

1.1.A. Prefects' Association: There is no specific number of the prefects in the association.

1.1.B. The Prefects Association has four groups:

Senior I [Grade 13 Prefects]

Senior II [Grade 12 Prefects]

Junior I [Prefects in Grade 11]

Junior II [Prefects in Grade 10]

1.1.C. Prefects on Probation are the trainees of the Association. They share the duties and responsibilities of the Association.

1.1.D. Method of selection and the criteria for selecting the prefects on probation:

Eligibility – Grade 10 Students

**Step I:** Issuing of Applications and the applicant should at least have spent 1 year in the college. Then Master/s in-charge will call for the teachers' recommendation.

**Step II:** Interviews are done by Masters in-charge and head prefect and deputy head prefect.

**Step III:** Finalizing the results and introduction of the probationers to Rev. Bro. Principal by Master/s in-charge.

## **1.2. Prefects' Camps**

1.2.A. Prefects Camps: Prefects other than the Senior Group should participate in at least one camp a year. The probationers should participate in at least one camp a year.

1.2.B. Prefects on probation will have one camp per year.

1.2.C. Other groups [ Junior I & Junior II] will have a camp for the year if the fund is adequate and if the school allows.

1.2. D. Prefects must have at least one workshop/ camp a year to enhance

their leadership skills. (Resource persons can be found from inside the school.)

### **1.3. Prefects' Projects**

During one's full stay, the prefects should at least take part in one major project.

1.3.A. a. Junior Promotion Project: Probationers are mandatory to hold the sticker project. They are to design and sell them to the primary and secondary sections, with the capital to fund it allocated by the prefects' association fund, which would later be returned with the profit. The office bearers of the project are:

- I. Project Leader
- II. Assistant Project Leader
- III. Secretary
- IV. Treasurer

1.3.A. b. Head prefect/Deputy head prefect in consultation with the masters in charge as the authority to dismiss the committee at any point during the project. If the allocated group is unable to complete the given project, it'll be given to the Junior 2 group.

1.3.B. a. Senior Promotion Project: In keeping with the governance of Catholic private schools, we do our fundraisers under the name of the College. This project includes a fundraiser. The leadership will be given to the prefects who have done their O/L and are on vacation. (But in recent years [2023/24], prefects do not have this holiday, so the J1 group in collaboration with the senior group is given the responsibility of this project.)

1.3.B. b. Project proceedings are as in the Probation project. The strength of the fundraiser is determined by the Association. The office bearers of the project are:

- I. Project Leader
- II. Assistant Project Leader
- III. Secretary
- IV. Treasurer
- V. Fundraiser

## VI. Fundamental In-Charge

In recent years, a fundamental in-charge and fundraiser have been added as office bearers.

1.3.B. c. Fundraiser: Responsible for raising sponsorships in collaboration with all the groups of the association. The treasurer has no authority over the fundraiser's money, as his money should be carried out in another document, which will be added to the final report. He should have all the related documents and be able to balance out sponsorships.

1.3.B. d. Fundamental in-charge: The mandatory fundamental of the project should be handled by him in collaboration with the association treasurer. He should create the fundamental proposal and present it to the head prefect, who will then present it to the school.

1.3.C. After the successful completion of a project, a Project Log will be intimated to Rev. Bro. Principal at an Annual General Meeting or a General Meeting.

## **Chapter II: Knowing the Way, Taking the Way, and Showing the Way [School Development]**

Since we ourselves have known and walked on the way, we show our arms open to our followers with dignity, poise, and warmth. From this flows a deep respect for our followers. Like the biblical image of the good shepherd, we become a blessing to those who follow us.

- We are visible, and this visibility leads us to reflect on the fact that we have followers.
- We embark on a constant quest to know and recognize our followers.
- We strike a balance between student demands and prefect duties. We experience the tension between being a student and a prefect, yet we continue without hesitation.
- We show the way to our followers, who may be fellow prefects, students, or friends.
- We develop good listening skills, notice what needs to be done, and act with a pleasant touch.
- We communicate with our followers in an easily intelligible way.

- We choose life, thus becoming lifegiving and blessed individuals to those who follow us.

## **Chapter II: Statutes**

### **2.1. Duties of the Hierarchy**

#### **2.1.A. The Head Prefect [H.P]**

The Head Prefect is the leader and president of the association, from the Senior I group. He is appointed by Rev. Bro. Principal after a consultative vote by the association members. He is installed at a ceremony organized by the outgoing Head Prefect in consultation with the Master/s in-charge.

#### **2.1.B. Duties of the Head Prefect**

2.1.B. a. To assign and supervise the duties of fellow prefects.

2.1.B. b. To hold the Annual General Meeting, morning meetings and the daily prefect meetings.

2.1.B. c. To organize prefect camps, leadership programs, day outs and other functions or duties as entrusted.

2.1.B. d. The Head Prefect and his deputy will oversee the prefects on probation, being accountable to the Master/s in-charge.

2.1.B. e. The Head Prefect, in consultation with the Master/s in-charge, may assign a Senior Prefect to supervise the probationers, if needed.

2.1.B. f. To ensure that group meetings are held regularly, at least once a week.

#### **2.1.C. The Deputy Head Prefect [D.H.P]**

The Deputy Head Prefect is the collaborator of the Head Prefect and is from the Senior I group. He is appointed by Rev. Bro. Principal after a consultative vote by the association members.

2.1.C. a. In the absence of the Head Prefect, the Deputy Head Prefect assumes the duties of the Head Prefect. He is in charge of the groups, and any group related issues should be brought to him. He handles all school related activities.

2.1.C. b. The DHP will prepare an evaluation report for each probationer at the end of their probationary period, which will help determine if they should be promoted to Junior II Prefect.

#### **2.1.D. Executive Secretary**

The Executive Secretary is responsible for writing all materials to be handed outside the school. He maintains a secretary log, which will be read at the Annual General Meeting.

#### **2.1.E. General Secretary**

The General Secretary works with the Deputy Head Prefect and writes all materials related within the association and documents for the school.

#### **2.1.F. Executive Treasurer**

The Treasurer is responsible for all financial bookkeeping of the association and is from the Senior Group.

2.1.F. a. The account of the Prefects' Association is held in the College accounts.

2.1.F. b. The signatories for the account are the Master/s in-charge of the Association, the Treasurer, and the Head Prefect or Deputy Head Prefect.

2.1.F. c. The Treasurer, together with the Head Prefect and Deputy Head Prefect, in consultation with the Master/s in-charge, determines the membership fee.

2.1.F. d. Any financial transaction should be done with the knowledge of the Master/s in-charge.

#### **2.1.G. Duty-In-Charge**

The Duty-in-Charge plays a crucial role within the association's hierarchy. Their responsibilities include:

#### 2.1.G. a. Duty Requests:

- All association duties must be requested through the Duty in Charge. This ensures proper planning, allocation of resources, and consistency in operations.

#### 2.1.G. b. Duty Allocation:

- Assigning daily duties, ensuring all routine tasks are performed efficiently.
- Managing special duties for events, projects, or urgent matters.
- Coordinating funeral duties, ensuring respectful and organized support during such occasions.

#### 2.1.G. c. Supervision:

- Monitoring the execution of all assigned tasks to maintain quality and adherence to standards.
- Providing guidance and addressing any issues that arise during duty performance.

#### 2.1.G. d. Conclusion:

- Reviewing the duties of the day/event and discussing the issues occurred during the duties.
- This should be done by taking a meeting for all the duty allocated prefects after the duty.

#### 2.1.G. e. Reporting:

- Keeping the Head Prefect informed about the status of duties and any challenges encountered.

### **2.1.H. Media In-Charge**

He is responsible of the media deeds of the association. There can be a maximum of two media in-charge. The media in-charge holds the association Email and website and have the control of all the social media accounts. They are obliged to maintain and update the pages regularly.

### **2.1.I. Other Prefects**

Other Prefects will undertake any duties entrusted to them and carry them out in a way that others feel blessed. Each prefect group has a group

in charge (a Senior Prefect) appointed by the Master/s in-charge, along with a group leader, vice leader, secretary, and a group treasurer, who are appointed by the group.

## **2.2. Prefect Promotions**

Any promotion in the Prefects' Association is considered a special milestone by the Prefects and the Association. Prefect promotions must be endorsed by Rev. Bro. Principal in writing.

2.2.A. The probation period lasts at least 10 months, after which an evaluation takes place. If successful, they are promoted to Junior II Prefects.

2.2.B. After one year as Junior II Prefects, they are promoted to Junior I after their O/L exams.

2.2.C. After the Senior Promotion Project, the promotion to Senior I takes place.

2.2.D. During the Head Prefect's installation, Senior I promotions are announced.

2.2.E. The evaluation team for promotions includes Master/s in-charge, the Head Prefect, Deputy Head Prefect, and Group in-charges.

## **2.3. Installation Ceremony**

An installation ceremony includes:

1. Opening prayer
2. Prefects' Oath
3. Handing over the letter of appointment
4. Handing over the badges
5. A speech by Rev. Bro. Principal or his representative.

## **2.4. Promotion Ceremony**

A promotion ceremony includes:

1. Opening prayer
2. Prefects' Oath
3. Pinning the badges
4. A speech by Rev. Bro. Principal (if done in the presence of students).

## **2.5. Prefects' Uniform**

Prefects must maintain their uniform orderly, clean, and honorable.

2.5.A. Probationers: White long-sleeved shirt, white trousers, and the college tie for special functions.

2.5.B. Junior II Prefects: White long-sleeved shirt, white trousers, the prefects' tie, and the badge on the right chest for special duties.

2.5.C. Junior I Prefects: White long-sleeved shirt, white trousers, the prefects' tie, and the badge on the right chest for special functions.

2.5.D. Senior II Prefects: White long-sleeved shirt, white trousers, the prefects' tie, and the badge on the right chest for special functions.

2.5.E. Senior I Prefects: White long-sleeved shirt, white trousers, the prefects' tie, the prefects' blazer, and the badge for special functions.

2.5.F. Ordinary days: All prefects wear the school uniform with the prefect badge on the right chest

## **2.6. Personal Record Book**

Every Prefect must maintain a Personal Record Book. This book is their key to the association membership and should be updated regularly. The book must document all their assigned duties, meetings attended, special duties, and any other relevant activities. The Head Prefect and Deputy Head Prefect will periodically review the Personal Record Books to ensure they are up to date. Failure to maintain an updated record book will

result in consequences that could affect the Prefect's status and eligibility for promotions.

## **2.7. Personal Log**

Each Prefect/Probationer must maintain a personal log, which should be checked regularly by the Master/s in-charge. The Deputy Head Prefect should check the probationers' logs and the group in-charge must check the logs of their respective groups.

## **2.8. Head Prefect's Log**

This log includes the following sections:

- 2.8.A A summary of how the prefect team functioned throughout the year, highlighting key successes and challenges in team coordination.
- 2.8.B An overview of how duties were assigned and managed across the prefect body.
- 2.8.C Key leadership initiatives or actions taken to support the development of other prefects.
- 2.8.D Reflection on major school events and the role of the Head Prefect in their planning and execution.
- 2.8.E Overview of how the prefect team performed during school events and special duties.
- 2.8.F Summary of key meetings held with the prefect body, including the main topics discussed, actions decided, and feedback received.
- 2.8.G Reflection on communication with staff, senior teachers, and the Principal, and how it contributed to the success of the prefect body.
- 2.8.H A brief overview of the main challenges faced during the year (e.g., discipline issues, team dynamics, or event organization) and how they were addressed.
- 2.8.I Summary of any conflicts within the prefect team or student body and how they were resolved.
- 2.8.J A brief reflection on personal growth as Head Prefect, including areas of leadership developed and any lessons learned throughout the year.

- 2.8.K A summary of steps taken to prepare the incoming Head Prefect, including mentoring or advice given to ensure a smooth transition.
- 2.8.L This streamlined log focuses on key reflections and summaries, capturing the essence of the past year without overwhelming details. It's a high-level overview for future review and legacy planning.

## **2.9. Deputy Head Prefect's Log**

The Deputy Head Prefect (DHP) maintains the Deputy Head Prefect's Log, a key record that tracks the Performance Monitoring, evaluations, and activities concerning the Probationers and other prefect-related responsibilities.

This log includes the following sections:

- 2.9.A The Deputy Head Prefect plays a central role in monitoring and evaluating the performance of probationary prefects. Observing how actively probationers engage in daily and special duties.
- 2.9.B Assessing their adherence to prefect rules, their discipline, and their behavior.
- 2.9.C The DHP provides feedback and identifies areas for improvement, helping probationers refine their skills and behaviors.
- 2.9.D Probationers are evaluated regularly. The DHP rates their performance, noting whether they are meeting expectations or need additional support and training.
- 2.9.E The DHP tracks all training activities provided to probationers.
- 2.9.F A detailed record of each probationer's progress, including notes on their readiness for promotion to Junior II Prefect after completing their probation period.
- 2.9.G The DHP documents probationers' involvement in special duties and their performance during these tasks.
- 2.9.H Evaluating the quality and efficiency of probationers in executing their duties.
- 2.9.I Recording any absenteeism or lateness to meetings or duties, with appropriate actions taken if needed.

## **Prefects' Oath**

**I..... solemnly swear that  
I will faithfully  
Perform the responsibilities of a  
Prefect of Maris Stella College,  
And will be faithful of and  
Bear true allegiance to  
Rev. Bro. Principal  
The staff and the students of the  
College, and will to the best of  
My ability  
Be a blessing to all.**

**(This should be recited by stretching out the right hand  
horizontally.)**