

# RAMSGRANGE COMMUNITY SCHOOL

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## STUDENT LEADERSHIP HANDBOOK 2026-2027

### Our Mission

Ramsgrange Community School is a welcoming, open and inclusive school. Our aim is to develop each student as a whole person by promoting an atmosphere of respect, honesty and fairness in which all the school community can achieve their full potential.



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## Meet the RCS Student Prefect Team 2026/2027

**Head Boy &  
Senior Prefects Lead**



ORAN GLEESON

**Head Girl &  
Junior Prefects Lead**



LEAH FINN

**Assistant Head Boy &  
Junior Years Wellbeing**



PATRICK ROSSITER

**Assistant Head Girl &  
Senior Years Wellbeing**



KAYLA BUTLER

**2<sup>nd</sup> Year Prefect**



KARA HENRICH WATERS

**3<sup>rd</sup> Year Prefect**



ALANNAH BYRNE

**TY Year Group Prefect**



ELLEN CHAPMAN

**School Environment & Resources Prefect**



MAGGIE BYRNE

**School STEAM & Community Connections Prefect for Junior Years**



COLLEEN WATERS

**5th Year / LCA Year Group Prefect**



EMILY McCABE

**Student Friendship & Inclusivity Prefect**



RYAN WHITTY

**School STEAM & Community Connections Prefect for Senior Years**



PADRAIC BARRY

## Head Boy & Senior Prefects Lead – Oran Gleeson



**Weekly Duties** - Regular leadership, visibility and coordination to support the student body and oversee prefect roles, particularly those working with senior year groups.

### Leadership & Communication

- ☐ Act as the main student representative in the school and model exemplary behaviour at all times.
- ☐ Communicate key messages from school leadership to students clearly and respectfully in conjunction with Head Girl
- ☐ Liaise regularly with prefects to ensure roles and responsibilities are being fulfilled.

### Prefect Oversight (Senior Years Focus)

- ☐ Check in with prefects assigned to senior years (TY to 6<sup>th</sup>/LCA2) and support their initiatives.
- ☐ Ensure senior students are being supported, included, and guided positively.
- ☐ Monitor the effectiveness of buddy systems, mentoring, and transition supports.
- ☐ Offer guidance and direction to prefects in resolving minor issues.

### Student Engagement

- ☐ Maintain a visible presence around the school, particularly in areas used by senior students.
- ☐ Encourage participation in school activities, clubs, and events
- ☐ Act as an approachable leader for students who may need support or guidance.

**Monthly/Termly Duties**- More structured coordination and development work. Planning and school representation.

### Events & Activities

- ☐ Support the planning and promotion of whole-school events and initiatives in conjunction with Head Girl
- ☐ Assist in organising activities that support junior student integration and wellbeing.

### Prefect Coordination

- ☐ Lead regular meetings with prefects to review progress, address challenges, and share ideas.
- ☐ Ensure clear communication and consistency across all prefect roles.

- ☐ Support prefects in setting goals and planning initiatives for their assigned areas.

### **Senior Year & Senior STEAM Prefects Support**

- ☐ Work with staff and prefects to strengthen supports for senior students (e.g. transition to 3<sup>rd</sup> level, mentoring).
- ☐ Promote a positive and respectful culture among younger students.

### **School Representation**

- ☐ Represent the student body at open night, parent talks, school events, and formal occasions.
- ☐ Contribute student voice to discussions on school improvement and student wellbeing alongside Student Council and other student bodies.

## **Yearly Duties - Leadership, reflection, and legacy-building.**

### **Strategic Leadership**

- ☐ Contribute to a year-long overview of student leadership and prefect effectiveness.
- ☐ Suggest improvements to the prefect system, particularly in supporting senior years.

### **Major Events**

- ☐ Play a leading role in key school events such as open nights, awards ceremonies, and assemblies and end of year awards & graduation mass, in conjunction with Head Girl.
- ☐ Welcome and support new senior students, especially during induction and transition periods.

### **Mentorship & Leadership Development**

- ☐ Mentor prefects and support the development of leadership skills across the team.
- ☐ Encourage responsibility, teamwork, and initiative among all student leaders.

### **Handover & Continuity**

- ☐ Create a handover guide, in conjunction with the Head Girl, with:
  - o Key responsibilities and expectations of the role
  - o Effective strategies for leading and supporting prefects
  - o Recommendations for improving student leadership structures

## **Core Expectations (All Roles)**

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## Head Girl & Junior Prefects Lead – Leah Finn



**Weekly Duties** - Regular leadership, visibility and coordination to support the student body and oversee prefect roles, particularly those working with junior years.

### Leadership & Communication

- ☐ Act as the main student representative in the school and model exemplary behaviour at all times.
- ☐ Communicate key messages from school leadership to students clearly and respectfully in conjunction with Head Boy
- ☐ Liaise regularly with prefects to ensure roles and responsibilities are being fulfilled.

### Prefect Oversight (Junior Years Focus & Friendship/Inclusivity Prefect)

- ☐ Check in with prefects assigned to junior years (1st–3rd Year) and support their initiatives.
- ☐ Ensure senior students are being supported, included, and guided positively.
- ☐ Monitor the effectiveness of buddy systems, mentoring, inclusivity and transition supports.
- ☐ Offer guidance and direction to prefects in resolving minor issues.

### Student Engagement

- ☐ Maintain a visible presence around the school, particularly in areas used by Junior students.
- ☐ Encourage participation in school activities, clubs, and events
- ☐ Act as an approachable leader for students who may need support or guidance.

**Monthly/Termly Duties**- More structured coordination and development work. Planning,

### Events & Activities

- ☐ Support the planning and promotion of whole-school events and initiatives in conjunction with Head Girl
- ☐ Assist in organising activities that support junior student integration and wellbeing.

### Prefect Coordination

- ☐ Lead regular meetings with prefects to review progress, address challenges, and share ideas.
- ☐ Ensure clear communication and consistency across all prefect roles.
- ☐ Support prefects in setting goals and planning initiatives for their assigned areas.

### **Junior Year & STEAM Junior Prefects Support**

- ☐ Work with staff and prefects to strengthen supports for junior students (e.g. induction, mentoring).
- ☐ Promote a positive and respectful culture among all senior/home room students.

### **School Representation**

- ☐ Represent the student body at open night, parent talks, school events, graduation, awards day and formal occasions in conjunction with Head Boy
- ☐ Contribute student voice to discussions on school improvement and student wellbeing alongside Student Council and other student bodies.

### **Yearly Duties - Leadership, reflection, and legacy-building.**

#### **Strategic Leadership**

- ☐ Contribute to a year-long overview of student leadership and prefect effectiveness.
- ☐ Suggest improvements to the prefect system, particularly in supporting junior years.

#### **Major Events**

- ☐ Play a leading role in key school events such as open nights, awards ceremonies, and assemblies and end of year awards & graduation mass, in conjunction with Head Boy.
- ☐ Welcome and support incoming 1<sup>st</sup> year and new junior students, especially during induction and transition periods.

#### **Mentorship & Leadership Development**

- ☐ Mentor prefects and support the development of leadership skills across the team.
- ☐ Encourage responsibility, teamwork, and initiative among all student leaders.

#### **Handover & Continuity**

- ☐ Create a handover guide, in conjunction with the Head Boy, with:
  - o Key responsibilities and expectations of the role
  - o Effective strategies for leading and supporting prefects
  - o Recommendations for improving student leadership structures

### **Core Expectations (All Roles)**

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

# Deputy Head Boy & Junior Exam Years Well-Being/Stress Management

– Patrick Rossiter



**Weekly Duties** - Regular leadership, visibility and support to promote student wellbeing, with a focus on Junior Exam Years and collaboration with the student leadership team.

## Leadership & Communication

- ☐ Work closely with the Head Boy and Head Girl to support overall student leadership.
- ☐ Collaborate with the Deputy Head Girl to ensure consistency in leadership and communication.
- ☐ Communicate key messages relating to wellbeing, study balance, and exam preparation.

## Junior Exam Years Wellbeing (e.g. 3rd Year)

- ☐ Maintain a visible and supportive presence for students in junior exam years.
- ☐ Encourage positive study habits, balance, and stress management strategies
- ☐ Promote a calm, supportive environment in classrooms, corridors, and study areas.
- ☐ Encourage use of “The Learning Hub” and “The Hive” and “StudyClix” and TEAMS
- ☐ Be approachable for students experiencing pressure and guide them towards appropriate supports.
- ☐ Guide students towards well-being resources on school website

## Student Engagement

- ☐ Encourage participation in school life alongside academic commitments.
- ☐ Support initiatives that promote wellbeing, resilience, and positive mental health.
- ☐ Check in informally with students to gauge stress levels and general wellbeing.

**Monthly/Termly Duties**- More structured coordination and development work. Planning,

## Events & Activities

- ☐ Help organise or promote wellbeing-focused initiatives such as study skills workshops, relaxation sessions, or wellbeing weeks.
- ☐ Support activities that encourage balance during exam periods (e.g. active breaks, peer support sessions).

## Wellbeing Promotion

- ☐ Work with staff to highlight supports available to students (guidance, wellbeing teams).

- ☐ Promote strategies such as time management, organisation, and healthy routines.

### **Collaboration & Coordination**

- ☐ Work alongside the Deputy Head Girl to plan and deliver wellbeing initiatives.
- ☐ Liaise with the Head Boy and Head Girl to ensure alignment with whole-school priorities.
- ☐ Support prefects working with junior students and wellbeing initiatives.

### **Student Voice**

- ☐ Gather feedback from junior exam students on stress levels and supports needed.
- ☐ Communicate student perspectives to staff and leadership.

## **Yearly Duties - Leadership, reflection, and legacy-building.**

### **Strategic Development**

- ☐ Contribute to a year-long overview of student wellbeing, particularly during exam periods.
- ☐ Suggest improvements to supports for junior exam students.

### **Major Events**

- ☐ Support key school initiatives such as:
  - o Wellbeing Week //Study Skills Programmes //Exam Preparation Talk
- ☐ Assist in welcoming and preparing students entering exam years.

### **Mentorship & Leadership**

- ☐ Support and guide prefects involved in wellbeing and junior student support.
- ☐ Promote a culture of empathy, resilience, and peer support across the school.

### **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key wellbeing initiatives and supports
  - o Timeline of exam-related activities and supports
  - o Effective strategies for supporting student wellbeing

## **Core Expectations (All Roles)**

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

# Deputy Head Girl & Senior Exam Years Well-Being/Stress Management

## - Kayla Butler



**Weekly Duties** - Regular leadership, visibility and support to promote student wellbeing, with a focus on Junior Exam Years and collaboration with the student leadership team.

### Leadership & Communication

- ☐ Work closely with the Head Boy and Head Girl to support overall student leadership.
- ☐ Collaborate with the Deputy Head Boy to ensure consistency in leadership and communication.
- ☐ Communicate key messages relating to wellbeing, study balance, and exam preparation.

### Senior Exam Years Wellbeing (e.g. TY to 6<sup>th</sup> Year/LCA2)

- ☐ Maintain a visible and supportive presence for students in senior exam years.
- ☐ Encourage positive study habits, balance, and stress management strategies
- ☐ Promote a calm, supportive environment in classrooms, corridors, and study areas.
- ☐ Encourage use of “The Learning Hub” and “The Hive” and “StudyClix” and TEAMS
- ☐ Be approachable for students experiencing pressure and guide them towards appropriate supports.
- ☐ Guide students towards well-being resources on school website

### Student Engagement

- ☐ Encourage participation in school life alongside academic commitments.
- ☐ Support initiatives that promote wellbeing, resilience, and positive mental health.
- ☐ Check in informally with students to gauge stress levels and general wellbeing.

**Monthly/Termly Duties**- More structured coordination and development work. Planning,

### Events & Activities

- ☐ Help organise or promote wellbeing-focused initiatives such as study skills workshops, relaxation sessions, or wellbeing weeks.
- ☐ Support activities that encourage balance during exam periods (e.g. active breaks, peer support sessions).

## **Wellbeing Promotion**

- ☐ Work with staff to highlight supports available to students (guidance, wellbeing teams).
- ☐ Promote strategies such as time management, organisation, and healthy routines.

## **Collaboration & Coordination**

- ☐ Work alongside the Deputy Head Boy and Year Heads to plan and deliver wellbeing initiatives.
- ☐ Liaise with the Head Boy and Head Girl to ensure alignment with whole-school priorities.
- ☐ Support prefects working with senior students and school wellbeing initiatives.

## **Student Voice**

- ☐ Gather feedback from junior exam students on stress levels and supports needed.
- ☐ Communicate student perspectives to staff and leadership.

## **Yearly Duties - Leadership, reflection, and legacy-building.**

## **Strategic Development**

- ☐ Contribute to a year-long overview of student wellbeing, particularly during exam periods.
- ☐ Suggest improvements to supports for junior exam students.

## **Major Events**

- ☐ Support key school initiatives such as:
  - o Wellbeing Week //Study Skills Programmes //Exam Preparation Talk
- ☐ Assist in welcoming and preparing students entering exam years.

## **Mentorship & Leadership**

- ☐ Support and guide prefects involved in wellbeing and junior student support.
- ☐ Promote a culture of empathy, resilience, and peer support across the school.

## **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key wellbeing initiatives and supports
  - o Timeline of exam-related activities and supports
  - o Effective strategies for supporting student wellbeing

## **Core Expectations (All Roles)**

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## Transition Year (TY) Senior Prefect Leader - Ellen Chapman



**Weekly Duties** - Regular visibility and communication to support, guide and promote full participation in Transition Year.

### Leadership & Communication

- ☐ Act as a positive role model for TY students, promoting enthusiasm and full involvement.
- ☐ Communicate key TY updates, opportunities, and expectations clearly to students.
- ☐ Liaise regularly with TY coordinator/year head & tutors and staff regarding student progress and engagement.

### Student Engagement

- ☐ Maintain a visible presence among TY students and encourage active participation.
- ☐ Support students in getting involved in a wide range of TY activities and modules.
- ☐ Encourage students who may be less engaged to participate and try new opportunities.
- ☐ Promote a positive, respectful and inclusive TY culture.

### Support & Guidance

- ☐ Be approachable for TY students seeking advice or support.
- ☐ Help students manage commitments such as projects, activities, and work experience.
- ☐ Encourage responsibility, organisation, and independence.

**Monthly/Termly Duties**- More structured coordination and development work. Planning,

### Events & Activities

- ☐ Help organise or promote TY-specific events such as trips, workshops, and activity days.
- ☐ Support initiatives including work experience preparation, guest speakers, and skills workshops.

### Programme Promotion

- ☐ Encourage full participation in all aspects of TY including modules, projects, and extracurricular activities.
- ☐ Highlight and celebrate TY achievements and experiences.

## **Coordination & Collaboration**

- ☐ Work with TY coordinators and staff to support programme delivery.
- ☐ Assist in resolving minor issues and supporting student organisation.
- ☐ Encourage teamwork and collaboration among TY students.

## **Student Voice**

- ☐ Gather feedback from TY students on their experience of the programme.
- ☐ Communicate suggestions for improvement to staff and leadership.

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| <b>Yearly Duties - Leadership, reflection, and legacy-building.</b> |
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## **Strategic Development**

- ☐ Contribute to a year-long overview of TY participation and engagement.
- ☐ Suggest improvements to enhance the TY experience for future students.

## **Major Events**

- ☐ Support key TY milestones such as:
  - o Work Experience //TY Showcase //TY Assemblies & Presentations //TY Graduation
- ☐ Assist in promoting TY to incoming students (e.g. information evenings, presentations).

## **Mentorship & Leadership**

- ☐ Encourage leadership and initiative among TY students.
- ☐ Support students in developing confidence, teamwork, and new skills.

## **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key TY events and timelines
  - o Effective strategies for promoting engagement
  - o Advice for supporting student participation

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| <b>Core Expectations (All Roles)</b> |
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- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## 5th Year / LCA Year Group Prefect



**Weekly Duties** - Regular visibility and communication to support, guide and promote positive engagement among 5<sup>th</sup> Year/LCA1 students.

### Leadership & Communication

- ☐ Act as a positive role model for 3rd Year students, promoting respect, responsibility, and involvement in school life.
- ☐ Communicate key updates, opportunities, and expectations around uniform & behaviour clearly to 5<sup>th</sup> Year/LCA1 students.
- ☐ Liaise regularly with the 5<sup>th</sup> Year/LCA1 year head, tutors, and staff regarding student wellbeing, progress, and engagement.
- ☐ Encourage pride in 5<sup>th</sup> year/LCA1 area & connection with School Environment & Resources Prefect

### Student Engagement

- ☐ Maintain a visible presence among 5<sup>th</sup> Year/LCA1 students and encourage active participation in school activities.
- ☐ Support students in getting involved in extracurricular activities, events, and initiatives.
- ☐ Encourage students who may be less engaged to participate and become involved in school life.
- ☐ Promote a positive, respectful, and inclusive culture among 5<sup>th</sup> Year/LCA1 students.
- ☐ Connect with STEAM Senior Prefect

### Support & Guidance

- ☐ Be approachable for 5<sup>th</sup>/LCA1 students seeking advice, guidance, or support.
- ☐ Help students settle into routines, responsibilities, and expectations of RCS & of Senior cycle.
- ☐ Encourage organisation, good behaviour, positive friendships, and healthy study habits.
- ☐ Link in with Friendship & Inclusivity prefect
- ☐ Notice & commend good attendance

**Monthly/Termly Duties**- More structured coordination and development work. Planning initiatives

### Events & Activities

- ☐ Help organise or promote 5<sup>th</sup> Year/LCA1-specific activities such as wellbeing initiatives, year group events, and school activities eg: 5<sup>th</sup> Year Art Work displays, 5<sup>th</sup> year mural
- ☐ Support initiatives encouraging teamwork, inclusion, and student participation.
- ☐ Encourage participation in clean up duties & maintaining school environment

## **Year Group Promotion**

- ☐ Encourage full participation in school life including extracurricular activities, competitions, and events.
- ☐ Highlight and celebrate positive achievements and contributions among 2nd Year students.
- ☐ Attend 5<sup>th</sup> year/LCA1 assemblies/5<sup>th</sup> year awards events

## **Coordination & Collaboration**

- ☐ Work with year heads, tutors, and staff to support the overall wellbeing and engagement of 5<sup>th</sup> Year students.
- ☐ Assist in resolving minor issues and supporting student organisation where appropriate.
- ☐ Encourage teamwork, cooperation, and respect among students.

## **Student Voice**

- ☐ Gather feedback from 5<sup>th</sup> Year students on their school experience and wellbeing.
- ☐ Ensure 5<sup>th</sup> year Student Council reps are attending meetings & bringing issues to the fore
- ☐ Communicate suggestions or concerns appropriately to 5<sup>th</sup> year/LCA1 Head, relevant staff and leadership.

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| <b>Yearly Duties - Leadership, reflection, and legacy-building.</b> |
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## **Strategic Development**

- ☐ Contribute to a year-long overview of 5<sup>th</sup> Year participation, wellbeing, and engagement.
- ☐ Suggest improvements to enhance the experience of 5th Year students in the school community.

## **Major Events**

- ☐ Support key 5th Year milestones such as:
  - o Wellbeing Initiatives //School Events & Activities //End of Year awards
- ☐ Assist in promoting a positive, respectful and welcoming atmosphere throughout the school year.

## **Mentorship & Leadership**

- ☐ Encourage responsibility, leadership, and positive behaviour among 2nd Year students.
- ☐ Support students in developing confidence, teamwork, communication, and resilience.
- ☐ Sit with students at whole school events eg: Mass for deceased pupils

## **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key year group events and timelines
  - o Effective strategies for supporting student engagement
  - o Advice for encouraging participation and positive student culture

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| <b>Core Expectations (All Roles)</b> |
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- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## 3rd Year Group Prefect



**Weekly Duties** - Regular visibility and communication to support, guide and promote positive engagement among 3rd Year students.

### Leadership & Communication

- ☐ Act as a positive role model for 3rd Year students, promoting respect, responsibility, and involvement in school life.
- ☐ Communicate key updates, opportunities, and expectations around uniform & behaviour clearly to 3rd Year students.
- ☐ Liaise regularly with the 3rd Year year head, tutors, and staff regarding student wellbeing, progress, and engagement.
- ☐ Encourage pride in 3<sup>rd</sup> year area & connection with School Environment & Resources Prefect

### Student Engagement

- ☐ Maintain a visible presence among 3<sup>rd</sup> Year students and encourage active participation in school activities.
- ☐ Support students in getting involved in extracurricular activities, events, and initiatives.
- ☐ Encourage students who may be less engaged to participate and become involved in school life.
- ☐ Promote a positive, respectful, and inclusive culture among 3rd Year students.
- ☐ Connect with STEAM Junior Prefect

### Support & Guidance

- ☐ Be approachable for 3rd Year students seeking advice, guidance, or support.
- ☐ Help students settle into routines, responsibilities, and expectations of RCS & of Junior cycle.
- ☐ Encourage organisation, good behaviour, positive friendships, and healthy study habits.
- ☐ Link in with Friendship & Inclusivity prefect
- ☐ Notice & commend good attendance

**Monthly/Termly Duties**- More structured coordination and development work. Planning initiatives

### Events & Activities

- ☐ Help organise or promote 3rd Year-specific activities such as wellbeing initiatives, year group events, and school activities eg: 3<sup>rd</sup> Year Art Work displays, Classroom door decoration at Christmas
- ☐ Support initiatives encouraging teamwork, inclusion, and student participation.
- ☐ Encourage participation in clean up duties & maintaining school environment

## **Year Group Promotion**

- ☐ Encourage full participation in school life including extracurricular activities, competitions, and events.
- ☐ Highlight and celebrate positive achievements and contributions among 2nd Year students.
- ☐ Attend 3<sup>rd</sup> year assemblies/3rd year awards events & Welcome at 3<sup>rd</sup> Yr PTM

## **Coordination & Collaboration**

- ☐ Work with year heads, tutors, and staff to support the overall wellbeing and engagement of 3<sup>rd</sup> Year students.
- ☐ Assist in resolving minor issues and supporting student organisation where appropriate.
- ☐ Encourage teamwork, cooperation, and respect among students.

## **Student Voice**

- ☐ Gather feedback from 3<sup>rd</sup> Year students on their school experience and wellbeing.
- ☐ Ensure 3<sup>rd</sup> year Student Council reps are attending meetings & bringing issues to the fore
- ☐ Communicate suggestions or concerns appropriately to 3<sup>rd</sup> Year Head, relevant staff and leadership.

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| <b>Yearly Duties - Leadership, reflection, and legacy-building.</b> |
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## **Strategic Development**

- ☐ Contribute to a year-long overview of 3rd Year participation, wellbeing, and engagement.
- ☐ Suggest improvements to enhance the experience of 2nd Year students in the school community.

## **Major Events**

- ☐ Support key 3<sup>rd</sup> Year milestones such as:
  - o Wellbeing Initiatives //School Events & Activities //End of Year awards
- ☐ Assist in promoting a positive, respectful and welcoming atmosphere throughout the school year.

## **Mentorship & Leadership**

- ☐ Encourage responsibility, leadership, and positive behaviour among 2nd Year students.
- ☐ Support students in developing confidence, teamwork, communication, and resilience.
- ☐ Sit with students at whole school events eg: Mass for deceased pupils

## **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key year group events and timelines
  - o Effective strategies for supporting student engagement
  - o Advice for encouraging participation and positive student culture

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| <b>Core Expectations (All Roles)</b> |
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- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## 2nd Year Group Prefect – Kara Hendrich Waters



**Weekly Duties** - Regular visibility and communication to support, guide and promote positive engagement among 2nd Year students.

### Leadership & Communication

- ☐ Act as a positive role model for 2nd Year students, promoting respect, responsibility, and involvement in school life.
- ☐ Communicate key updates, opportunities, and expectations clearly to 2nd Year students.
- ☐ Liaise regularly with the 2nd Year year head, tutors, and staff regarding student wellbeing, progress, and engagement.
- ☐ Encourage pride in 2<sup>nd</sup> Year area & connection with School Environment & Resources Prefect

### Student Engagement

- ☐ Maintain a visible presence among 2nd Year students and encourage active participation in school activities.
- ☐ Support students in getting involved in extracurricular activities, events, and initiatives.
- ☐ Encourage students who may be less engaged to participate and become involved in school life.
- ☐ Promote a positive, respectful, and inclusive culture among 2nd Year students.
- ☐ Connect with STEAM Junior Prefect

### Support & Guidance

- ☐ Be approachable for 2nd Year students seeking advice, guidance, or support.
- ☐ Help students settle into routines, responsibilities, and expectations of RCS & of Junior cycle.
- ☐ Encourage organisation, good behaviour, positive friendships, and healthy study habits.
- ☐ Link in with Friendship & Inclusivity prefect

**Monthly/Termly Duties**- More structured coordination and development work. Planning initiatives

### Events & Activities

- ☐ Help organise or promote 2nd Year-specific activities such as wellbeing initiatives, year group events, and school activities eg: 2<sup>nd</sup> Yr Mural, Classroom door decoration at Christmas
- ☐ Support initiatives encouraging teamwork, inclusion, and student participation.
- ☐ Encourage participation in clean up duties & maintaining school environment

## **Year Group Promotion**

- ☐ Encourage full participation in school life including extracurricular activities, competitions, and events.
- ☐ Highlight and celebrate positive achievements and contributions among 2nd Year students.
- ☐ Attend 2<sup>nd</sup> year assemblies/2<sup>nd</sup> year awards events & Welcome at 2<sup>nd</sup> yr PTM

## **Coordination & Collaboration**

- ☐ Work with year heads, tutors, and staff to support the overall wellbeing and engagement of 2nd Year students.
- ☐ Assist in resolving minor issues and supporting student organisation where appropriate.
- ☐ Encourage teamwork, cooperation, and respect among students.

## **Student Voice**

- ☐ Gather feedback from 2nd Year students on their school experience and wellbeing.
- ☐ Ensure 2<sup>nd</sup> year Student Council reps are attending meetings & bringing issues to the fore
- ☐ Communicate suggestions or concerns appropriately to 2<sup>nd</sup> year Head, relevant staff and leadership.

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| <b>Yearly Duties - Leadership, reflection, and legacy-building.</b> |
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## **Strategic Development**

- ☐ Contribute to a year-long overview of 2nd Year participation, wellbeing, and engagement.
- ☐ Suggest improvements to enhance the experience of 2nd Year students in the school community.

## **Major Events**

- ☐ Support key 2nd Year milestones such as:
  - o Wellbeing Initiatives //School Events & Activities //End of Year awards
- ☐ Assist in promoting a positive, respectful and welcoming atmosphere throughout the school year.

## **Mentorship & Leadership**

- ☐ Encourage responsibility, leadership, and positive behaviour among 2nd Year students.
- ☐ Support students in developing confidence, teamwork, communication, and resilience.
- ☐ Sit with students at whole school events eg: Mass for deceased pupils

## **Handover & Continuity**

- ☐ Create a handover guide with:
  - o Key year group events and timelines
  - o Effective strategies for supporting student engagement
  - o Advice for encouraging participation and positive student culture

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| <b>Core Expectations (All Roles)</b> |
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- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

## Prefect for School Environment & Resources – Maggie Byrne



**Weekly** These are regular, hands-on responsibilities to keep the school environment tidy, functional, and welcoming.

### Notice Boards/School Displays

- ☐ Remove outdated posters, notices, and announcements
- ☐ Keep displays neat, aligned, and readable and secured (with 4 tacs)
- ☐ Check that important notices (events, deadlines) are clearly visible and not covered.
- ☐ Ensure notices/posters are posted in appropriate places (avoiding paint work)

### School Aesthetics (Internal & External)

- ☐ Walk through corridors and common areas to ensure general tidiness
- ☐ Pick up minor litter where appropriate or report areas needing attention.
- ☐ Actively advocate for bins to be used properly (report if needed).
- ☐ Advocate for a positive visual environment (e.g. straightening displays, chairs)
- ☐ Work with existing student bodies (Clean up crew, student council, green schools, Art n Craft club etc) to co-ordinate efforts

### Computer Rooms

- ☐ Spot check that computers are being shut down properly
- ☐ Ensure keyboards, mice, and desks are organised.
- ☐ Report any technical issues (e.g. broken equipment, login problems) to IT staff.
- ☐ Make sure chairs are neatly arranged and cables are not creating hazards.

**Monthly/Termly Duties** These involve more detailed checks and improvements.

### Computer Rooms

- ☐ Conduct a basic equipment audit (missing items, damaged equipment, missing leads).
- ☐ Work with staff to ensure computers are being used respectfully and rooms remain tidy.
- ☐ Suggest improvements (e.g. better layout, signage for rules).
- ☐ Visit class groups to advocate for respectful use of resources
- ☐ Assist staff in reviewing room usage and organisation.
- ☐ Gather student feedback on computer facilities and suggest improvements.
- ☐ Help promote digital responsibility and care of equipment.

## Notice Boards

- ☐ Refresh boards with new themes, seasonal content, or key school messages.
- ☐ Coordinate with teachers or student groups to update displays.
- ☐ Ensure a balance of academic, extracurricular, and wellbeing content.
- ☐ Plan and implement major display updates for the new term.
- ☐ Align notice boards with school events, themes, or campaigns.
- ☐ Ensure consistency in presentation across different boards.

## School Aesthetics

- ☐ Review overall appearance of key areas (entrance, corridors, common rooms).
- ☐ Propose small improvements (e.g. plants, student artwork, colour themes).
- ☐ Help organise or rotate student displays or showcases.
- ☐ Suggest updates for School TV in central area to deliver key messages Participate in or help organise school clean-up or improvement initiatives.
- ☐ Support decorating for events working with Art & Craft Club (e.g. open days, school celebrations).
- ☐ Collaborate with staff & student committees (Green Schools, Student Council) on enhancing the overall school environment.

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| <b>Yearly Duties</b> These involve reflection, leadership, and long-term impact. |
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## Computer Rooms

- ☐ Contribute to a **year-end review** of computer room conditions and needs.
- ☐ Suggest upgrades or improvements based on observed issues.
- ☐ Help create or update **student guidelines** for proper use of facilities.

## Notice Boards

- ☐ Evaluate effectiveness of notice boards (visibility, engagement).
- ☐ Develop ideas for improving communication through displays next year.
- ☐ Help create a **handover guide** for future prefects.

## School Aesthetics

- ☐ Reflect on the year's improvements and identify areas still needing attention.
- ☐ Lead or contribute to a **legacy project** (e.g. mural, garden space, revamped common area).
- ☐ Support transition by mentoring incoming prefects.

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| <b>Core Expectations (All Roles)</b> |
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- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in correct **full** school uniform daily

## School STEAM & Prefect(s) – Padraic Barry & Colleen Waters



**SENIOR STEAM LEAD**



**JUNIOR STEAM LEAD**

**Weekly Duties** - Regular visibility and communication to keep STEAM & external organisation opportunities active and accessible.

### Promotion & Communication

- ☐ Share updates on STEAM opportunities, events, and competitions via notice boards, announcements, or school platforms.
- ☐ Highlight upcoming deadlines and encourage participation across all year groups.
- ☐ Promote inclusivity by encouraging students of all abilities to get involved in STEAM.

### Student Engagement

- ☐ Check in with existing clubs (e.g. coding, robotics, science club, art-tech) and support participation
- ☐ Ensure student involvement in extra-curricular/outside bodies is promoted on school social media
- ☐ Gather student interest and feedback on STEAM activities.
- ☐ Encourage peers to join activities, especially those who may not engage.

### Opportunities Awareness

- ☐ Monitor school emails, teacher updates, and platforms for new opportunities.
- ☐ Flag relevant opportunities to the coordinating teacher or staff lead.

**Monthly/Termly Duties**- More structured coordination and development work. Planning,

### Events & Activities

- ☐ Help organise or promote STEAM-related events (e.g. workshops, guest speakers, mini challenges).
- ☐ Support lunchtime or after-school initiatives such as coding sessions or design challenges.

### External Engagement

- ☐ Identify and share opportunities from organisations such as:
  - STRIPE Young Scientist & Technology Exhibition //SciFest //FIRST LEGO League //
  - Capture the Flag//
  - Foróige Youth Leadership//Rotary Youth Leadership //Gaisce
  - Young Environmentalists Association//Steps - Engineering Your Future
  - Organisation open days/trips/visits out
  - Governmental Organisations - Office of the Ombudsman//Dáil Eireann//
  - Universities
- ☐ Encourage and assist students in applying or forming teams.

### Visibility & Culture

- ☐ Update STEAM notice boards or digital spaces with:
  - Student achievements //Competition entries //Career pathways in STEAM
- ☐ Celebrate participation, not just success.

### Programme Development

- ☐ Work with a teacher coordinator to plan **STEAM initiatives for the term**.
- ☐ Help organise a **STEAM Week / Innovation Week** or themed activities.

### Competitions & Projects

- ☐ Support students preparing for major competitions (mentoring, reminders, offer advice on logistics).
- ☐ Encourage interdisciplinary projects combining science, technology, engineering, arts, and maths.

### External Links

- ☐ Strengthen connections with outside bodies such as:
  - Trinity College Dublin outreach programmes
  - University College Dublin STEM initiatives
  - SETU
  - Promote workshops, open days, and outreach programmes to students.

### Yearly Duties - Leadership, reflection, and legacy-building.

### Strategic Development

- ☐ Contribute to a **year-long overview of STEAM participation** in the school.
- ☐ Suggest improvements for increasing engagement and accessibility.

### Major Events

- ☐ Help coordinate or promote participation in flagship events like:
  - STRIPE Young Scientist & Technology Exhibition
- ☐ Support showcasing student work year round in school and at school events (open nights, exhibitions).

### Mentorship & Leadership

- ☐ Mentor junior students interested in STEAM leadership roles.
- ☐ Help establish sustainable clubs or initiatives that can continue year to year.

### Handover & Continuity

- ☐ Create a **handover guide** with:
  - Key contacts (teachers, organisations)
  - Annual calendar of competitions and deadlines
  - Successful strategies for engagement

### Core Expectations (All Roles)

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily

# Prefect for Student Friendship & Inclusivity – Ryan Whitty



**Weekly Duties** - Regular visibility and communication to promote a welcoming, respectful and inclusive school environment.

## Promotion & Communication

- ☐ Share messages promoting kindness, respect, and inclusion via notice boards, announcements, or school platforms.
- ☐ Highlight key awareness days/weeks (e.g. anti-bullying, cultural awareness, wellbeing).
- ☐ Promote inclusivity by encouraging positive language and behaviour among all students.

## Student Engagement

- ☐ Check in with students (especially new students or those who may feel isolated) and encourage inclusion.
- ☐ Support peer mentoring, buddy systems, or friendship initiatives.
- ☐ Gather student feedback on how inclusive and welcoming the school feels.
- ☐ Encourage students to participate in school activities and social events.
- ☐ Connect in with Home Room & SNA's to support with inclusion

## Awareness & Support

- ☐ Be approachable and visible as a student leader students can talk to
- ☐ Monitor school environment for signs of exclusion or unkind behaviour and report concerns appropriately.
- ☐ Support staff in promoting a safe and respectful atmosphere.

**Monthly/Termly Duties**- More structured coordination and development work. Planning initiatives

## Events & Activities

- ☐ Help organise or promote initiatives such as Friendship Week, Inclusion Week, or Anti-Bullying campaigns.
- ☐ Support lunchtime or after-school activities that encourage social interaction and inclusion.

## External Engagement

- ☐ Identify and share opportunities from organisations such as:
  - o Belong To // o SpunOut //o Foróige //o Gaisce – The President's Award //
  - o National Anti-Bullying Centre//
- ☐ Encourage and support students in engaging with campaigns, workshops, or youth programmes.

## Visibility & Culture

- ☐ Update notice boards or digital spaces with:  
Positive messages //Student achievements //Diversity & cultural awareness //Wellbeing supports
- ☐ Celebrate kindness, respect, and inclusivity across the school community.

## Programme Development

- ☐ Work with a teacher coordinator to plan inclusivity and wellbeing initiatives for the term.
- ☐ Help organise themed weeks or activities promoting belonging and respect.

## Yearly Duties - Leadership, reflection, and legacy-building.

## Strategic Development

- ☐ Contribute to a year-long overview of student wellbeing, inclusion, and school culture.
- ☐ Suggest improvements for increasing inclusivity and student connectedness.

## Major Events

- ☐ Help coordinate or promote participation in key school initiatives such as:  
Anti-Bullying Week //Wellbeing Week //Cultural Diversity Celebrations
- ☐ Support showcasing student voice and inclusivity projects at school events (open nights, assemblies).

## Mentorship & Leadership

- ☐ Mentor junior students and encourage inclusive leadership.
- ☐ Help establish sustainable initiatives such as buddy systems or student support groups.

## Handover & Continuity

- ☐ Create a handover guide with:
  - o Key contacts (staff, organisations)
  - o Calendar of awareness events and initiatives
  - o Effective strategies for promoting inclusion and engagement

## Core Expectations (All Roles)

- ☐ Attend regular leadership meetings
- ☐ Act as a positive role model
- ☐ Uphold school values and policies
- ☐ Communicate respectfully with staff and students
- ☐ Be in full uniform daily