**Application form for the post of Primary Prefect - 2024**

Photograph of the applicant in college tie

(Passport Size)

1. Admission number : ….....................................
2. Full name of the applicant : ……………………………………………………………………

……………………………………………………………………

1. Address : …................................…...............................................…......

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1. E-mail : ……………………………………………………………………

1. Contact numbers - Residence : ……………………………………………………………….

Mobile : …………………………………………………………………

1. Present class : …………………
2. Name of the class teacher : …………………………………………………………………
3. Classes in 2020, 2021, 2022, 2023 and 2024 names of the class teachers:

|  |  |  |
| --- | --- | --- |
| Year | Class | Name of the class teacher |
| 2020 |  |  |
| 2021 |  |  |
| 2022 |  |  |
| 2023 |  |  |
| 2024 |  |  |

1. Academics:
   1. *The criteria allocate marks for the average of 2nd and 3rd term tests only. The 1st term is not taken into account.*
   2. *The criteria specify the subjects to be considered as First language, English, Mathematics and Environmental studies.*

|  |  |  |
| --- | --- | --- |
| Year | 2nd term | 3rd Term |
| 2023 |  |  |

1. Sports:
2. *The criteria segregate and allocate marks for competitions based on school level, circuit/ zonal, interschool/ all island. Invitational competitions are not taken into account.*
3. *Provision has been made in the criteria for extra marks to be awarded for any Leadership posts (Games/ House/ Team Captains), achievements in International, National level competitions and other remarkable achievements.*

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| 10.1 Sport | 10.2 Years of Participation |
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11.1 Achievements

11.1.1 Intra-School/Inter School Achievements/Invitational Competitions:

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| --- | --- | --- |
| Year | Sport Event | Achievement |
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11.1.2. Sports activities representing the school (Mention the achievement at each event):

11.1.3 Achievements at competition which are held by or under the permission of, Ministry of Education.

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| --- | --- | --- | --- | --- | --- |
|  | Sport | Event | | | |
| Zonal/Circuit | Provincial/  District | All Island | International |
| 2020 |  |  |  |  |  |
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| 2021 |  |  |  |  |  |
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| 2022 |  |  |  |  |  |
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| 2023 |  |  |  |  |  |
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12. Clubs & Societies:

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| --- | --- |
| 12.1 Club/Society | 12.2 Years of Participation |
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12.1. Achievements & activities done under Clubs/Societies:

|  |  |
| --- | --- |
| Year | Achievement / Event Participated |
| 2020 |  |
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|  |
| 2021 |  |
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| 2022 |  |
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| 2023 |  |
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13. Band/Choir/Orchestra:

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| --- | --- |
| Year | Event |
| 2020 |  |
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| 2021 |  |
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| 2022 |  |
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| 2023 |  |
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14. Cub Scouting:

1. *The criteria allocate marks only for the Silver and Bronze star.*

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| --- | --- |
| Year | Event |
| 2021 |  |
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| 2022 |  |
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| 2023 |  |
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| Proficiency badges/Participation of District and/or National Events |  |
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**Areas that will not be considered for the selection of Primary Prefects**

* Academic performance not related to Royal College .
  + Ex — Elocution exams, Language courses, Tuition class exams. Etc.
* Extra- curricular activities performed, and achievements obtained neither related to College nor representing the college.
  + Ex —Sporting activities representing private sports clubs, external organizations, Private scouting, Etc.
* Zonal/ District / National level achievements at competitions which are not held by or under the permission of Ministry of Education.
* Co-curricular activities performed, and achievements obtained neither related to College nor representing College.
  + Ex — Music exams, Private aesthetic groups, Private student organizations Etc.

**Guidelines**

* Only short-listed Primary Prefect applicants will be called for interviews.
* It is **compulsory** **to produce the certificates/documents** at the interviews for the above-mentioned activities and achievements.
* In the absence of certificates, note of such activity or achievement on the student record book signed by the respective teacher in-charge maybe considered.
* **Any form of forgery** with **regards to certificates** and signatures will lead to the **immediate disqualification of the applicant.**
* “**Any form of influence** with regards to the appointment of Primary Prefects will lead to the immediate disqualification of the applicant.”
* The decision made by the Principal of Royal College on the appointment of Primary Prefects will be final.
* All applicants are required to **affix a recent passport-sized color photograph with the college tie** on the application.
* All applications must be enclosed in an envelope. Write ‘Application for the Post of Primary Prefect 2024 along with your name & class clearly on the envelope cover.
* Applications should be handed over to the **Primary School Office before 1.30pm on the 22nd of May 2024.** No applications will be accepted after the above-mentioned deadline.
* **Interview dates** **will be announced within days after the above-mentioned deadline.** (Please check the noticeboard at the Primary & Middle School Office)
* Applications maybe handwritten or typed. **However,** **it is preferred if the applications are typed.** Extra rows may be added to the tables if needed.

I have read and understood the instructions given above and hereby confirm that the above-mentioned details are true to the best of my knowledge and also understand that if any of the above details are proved false, it will lead to my instant disqualification.

If I am selected as a Primary Prefect, I promise to adhere to the instructions of the Senior Prefects and teachers & perform any duty assigned to me, with dedication and commitment.

………………………………… …………………………………

Date Applicant’s Signature

………………………………………. ………………………………… Name of Parent / Guardian Signature

………………………………………. ………………………………… Name of Class Teacher Signature