

PREP POLICY

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Senior School

Prep should be seen as serving the following purposes:

- a) To encourage independent study and personal organisation
- b) To create additional time for structured learning
- c) To reinforce and demonstrate understanding of classroom learning
- d) Be a purposeful activity and to extend and enrich children's learning, interest and understanding

The frequency and length of prep tasks will vary according to the age and needs of the pupil and according to the programme of work at that time. This is displayed in the front section of the Prep Diary. As a general rule, Year 6 will complete approximately 45 minutes, Year 5 will complete 25-30 minutes, Year 4 will complete 20 minutes and Year 3 will complete 10-15 minutes.

Tasks set for completion at school will vary in their nature but should predominantly be written. On occasions, pupils may be asked to complete an electronic based prep, which can be completed at home. In some subjects, an extended or practical project will be set termly, which may also be required to be completed at home. Such tasks are designed to promote creativity and independence. However, it is hoped that the bulk of prep will be completed at school at the end of each school day, although this will depend on the child's understanding and ability to focus purposefully on their work at this time.

Tasks may include amongst others reading, learning of tables, spelling or other materials, completion and/or extension of work begun in class, additional research, collecting information, investigations including long term projects.

If a parent feels that particular circumstances (e.g. prolonged absence from school) warrant additional prep for catch-up or reinforcement, this should be discussed with the class or subject teacher. If the class teacher feels that additional work would be appropriate, adequate time will be allowed for work to be set and materials to be gathered. Additional prep will not normally be set simply because a child is being taken out of school for a family holiday.

All prep should be set for clearly defined purposes to extend classroom learning and evaluate a child's understanding of that learning.

It will rarely be appropriate for prep to be set for new work which has not been introduced in class, unless it is research based.

Prep should always be followed up in class and it is essential that pupils understand that, unless clearly specified, prep tasks are not optional. If a prep is not completed, then a child will be asked to complete it at the earliest convenience unless there are documented mitigating circumstances that prevent such completion.

Prep Diaries

Each pupil in Years 3 to 6 records what they are required to do for their prep in their Prep Diary when it is given to him/her by the subject teacher. Parents are asked to sign the Prep Diary at least once a week. The Form Teacher checks that homework is being recorded and signs and annotates the diary each week. More information and associated prep sheets are available on My School Portal.

The Prep Diary is an important means of communication between School and Parents. The Prep Diary should be used where a parent has concerns about their child's understanding of a prep or inability to complete it in the time allowed on occasions when prep is completed at home. On such occasions, it is helpful if parents write a note to share their concern with the teacher who has set the prep. Additionally, this can be written on the actual piece of work that the child struggled on. Expected completion times are contained within the relevant Parents Handbook/Prep Diaries. It is important that parents heed the time guidelines for prep, as that demonstrates what a child is capable of within a given time.

Whilst it is hoped that the bulk of prep will be completed at school, pupils will be able to take their prep home to share with those parents who take an interest in their child's work and thus reinforce the home/school partnership that we value.

Prep Timetable 2020-21

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----|----------|---------|-----------|-------------|----------|
| 3G | Spelling | Reading | English | Reading | Maths |
| 3P | Spelling | Reading | English | Reading | Maths |
| 3V | Spelling | Reading | English | Reading | Maths |
| 4H | Spelling | Reading | English | Handwriting | Maths |
| 4K | Spelling | Reading | English | Handwriting | Maths |
| 4S | Spelling | Reading | English | Handwriting | Maths |
| 5K | Spelling | English | Reading | Maths | Catch-up |
| 5P | Spelling | English | Reading | Maths | Catch-up |
| 5R | Spelling | English | Reading | Maths | Catch-up |
| 6B | Spelling | Maths | Reading | English | Catch-up |
| 6C | Spelling | Maths | Reading | English | Catch-up |
| 6E | Spelling | Maths | Reading | English | Catch-up |

Junior School (incl. EYFS)

Junior School Pupils have a Reading Record Book which accompanies the reading book. Parents are requested to sign the book. It can also be used to pass messages to and from the class teacher.

Junior School Homework Timetable

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|------------------|--|---|
| RECEPTION | Reading | Twice weekly, as appropriate |
| | Phonics based | Weekly in the Autumn Term |
| | Phonics based activities, including letter sounds/formation and word building OR numeracy. | Weekly (Spring term and Summer term) |
| YEAR 1 | Reading | Twice Weekly |
| | High frequency word lists | As necessary |
| | Maths | Weekly, occasionally replaced by a history/science activity |
| | Spelling | Weekly |
| YEAR 2 | Reading | Daily (10 mins) |
| | Spelling | Weekly |
| | Maths | Weekly |
| | Other | Occasional topic work |