

PREP POLICY

P013v12

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PREP POLICY

Introduction

Prep should be seen as serving the following purposes:

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

Tasks may include:

- Reading - both school and library books;
- Maths fluency tasks;
- Spelling related tasks;
- Completion and/or extension of work begun in class;
- Additional research and collecting of information;
- Investigations including long-term projects.

Evidence suggests that when homework is used as a short and focused intervention it can be effective in improving students' attainment (Education Endowment Foundation). Therefore, our prep policy hopes to improve pupil outcomes by ensuring the tasks are short, manageable and personalised to the child's needs.

Pre-Prep (incl. EYFS)

Pre-Prep Pupils have a 'Reading Record Book' that accompanies the reading book. Parents are requested to sign the book when they have heard their child read. It can also be used to pass messages to and from the class teacher.

We encourage parents to hear their child read daily (approximately 10 minutes), as young people who read outside of class daily are 13 times more likely to read above the expected level for their age (Children's and Young People's Reading Today, National Literacy Trust).

Pre-Prep Homework and Supporting Learning at Home

Nursery	<ul style="list-style-type: none">• Daily reading to your child, including sharing their weekly library book.• Preparation for 'Show and Tell'.• ELDRIC the Penguin weekend adventures.• Optional weekly number and phonics activities, linked to sound and number of the week.• All about Me books sent home each holiday.
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Reception	<ul style="list-style-type: none"> • Preparation for 'Show and Tell'. • Listen to your child read their school reading book every day. Daily reading to your child, including sharing their weekly library book. • Daily reading of phonic sounds and words linked to the sounds covered that week. • An optional literacy or maths activity or game to complete with your child over the weekend. Details will be given in the Reception weekly newsletter. • ELDRIC the Penguin weekend adventures diary from the Spring term. (Once during the year).
Year 1	<ul style="list-style-type: none"> • Preparation for 'Show and Tell'. • Daily reading, including school reading book and library book. • Spelling: words being practised during English lessons at school sent home each week with activity ideas. • • An optional maths, literacy or topic task will be assigned weekly; this may be electronically based. •
Year 2	<ul style="list-style-type: none"> • Daily reading, including school reading book and library book. • Spelling: words to learn will be sent home weekly. • An optional maths, literacy or topic task will be assigned weekly; this may be electronically based. • • Times tables from the Spring term Occasional topic-based project •

Prep School

The frequency and length of prep tasks for Years 3 to 6 will vary according to the age and needs of the pupil. This is displayed in the front section of the Prep Diary. As a general rule, Year 6 will complete approximately 30 minutes per task, Year 5 will complete 25 minutes, Year 4 will complete 20 minutes and Year 3 will complete 10-15 minutes. This is a graduated approach and currently, Year 3 to 5 complete their tasks in school. The expectation for Year 6, as they prepare for secondary school, increases during the year with some tasks being completed in school and some tasks being expected to be completed at home.

Tasks set for completion at school will vary in their nature. The tasks are purposefully linked to the class learning. These may be written tasks, or pupils may be asked to complete an electronic based prep or a practical activity. All prep tasks must be completed to the child's best ability and in line with our school presentation expectations.

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.

Additional prep will not normally be set simply because a child is being taken out of school for a family holiday.

Prep in the Prep School 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

Our Prep Diaries are bespoke planners, designed by us for our children at Gayhurst. They reflect the school's ethos and aims of the school, as well as contain useful subject based information. Each pupil in Years 3 to 6 records what they are required to do for their prep in their Prep Diary. This should include:

- Clear description of task
- Date due
- Type of task, e.g. reinforcement/research etc.

The Prep Diary is an important means of communication between School and Parents. Parents are asked to sign the Prep Diary every week. The Form Teacher checks that homework is being recorded and signs and annotates the diary each week.

Senior School Prep Timetable (per week)

Year 3	<ul style="list-style-type: none">• English: spelling test and tasks on Edshed and Grammar Arcade• Maths: fluency tasks and times table practice• Reading: continued reading of school reading book and library book linked to accelerated reader•
Year 4	<ul style="list-style-type: none">• English: spelling test and tasks on Edshed and Grammar Arcade• Maths: fluency tasks and times table practice• Touch typing• Reading: continued reading of school reading book linked to accelerated reader and class reader•
Year 5	<ul style="list-style-type: none">• English: 1 x 20 minute task, spelling test and tasks on Edshed and Grammar Arcade Maths: 1 x 20 minute task, fluency tasks and continued times table practice• Reading: continued reading of school reading book linked to accelerated reader and class reader•

<p>Year 6</p>	<ul style="list-style-type: none"> • English: 1 x 20 minute task, spelling test and tasks on Edshed and Grammar Arcade • Maths: 1 x 20 minute task, fluency tasks and continued times table practice • Reading: continued reading of school reading book linked to accelerated reader and class reader <p>After February half term, Year 6 children will have further tasks and projects set for them with the expectation for some to be completed at home.. This is to best prepare them for secondary school and will cover most subjects across the curriculum.</p>
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