



Prep Policy

(Whole School Including EYFS)

First Issued:	September 2001	Next Review:	Spring Term 2027
Last Reviewed:	Spring Term 2025	Version:	5.0
Responsible:	Curriculum Team		

a. Aims

This policy is designed to achieve the relevant School's Aims and Objectives in support of the School's [Teaching and Learning Policy](#).

b. Objectives

In order to meet these aims we expect our pupils to be encouraged to undertake independent study and learning. This will both reinforce previous learning and prepare for future study.

c. Structure

We define 'prep' widely to mean any work or activities which students are asked to do outside lesson time.

Prep should be a fundamental part of our home/School partnership.

Prep should play a part in raising pupil achievement. It should be purposeful, reinforcing or extending learning, rather than being set for the sake of assigning work. Effective prep should consolidate understanding, develop independent study skills, encourage curiosity, and provide opportunities for deeper thinking. Tasks should be meaningful, appropriately challenging, and designed to support pupils in making progress rather than simply completing work.

Prep should provide a means for pupils:

- to consolidate and reinforce what is learnt in the classroom and, where appropriate, extend this learning
- to be prepared for the next lesson
- to become metacognitive, independent and curious learners
- to develop good study habits
- to develop skills in personal organisation and self-discipline

Prep should be:

- specific and differentiated for students at different ages
- appropriate for the level of ability that the pupil is working at
- available on Microsoft Teams in Upper School and encouraged to be written in the Diary by pupil
- available in Middle School via Firefly and/or blue maths prep books for Maths; Schofield and Sims books for Reading comprehension; spelling sheets given out with investigation and application tasks to complete in large red spelling books. Creative prep is shared with parent via Firefly with a link in the bulletin diary in MS
- available in Pre-Prep for Phonics and Maths which is given as a hard copy via children's book bags
- regularly monitored and evaluated, by Heads of Department, Sections and/or Year Group Leads, to ensure that it is manageable for both pupils and staff
- supported by parents and carers

d. Guidance

Teachers are to set appropriate tasks according to this Policy and in accordance to the Prep Timetable (Pre-Prep / Middle / Upper School). Research Prep must be accompanied by clear guidance that:

- gives structure to the task set

- has an outcome i.e. notes, presentation etc. (not plagiarised – with consideration of AI programmes like Chat GPT)
- has clear criteria for success
- offers suitable guided access to reference materials i.e. library visits, text books, websites

Teachers have a responsibility to see that prep is completed. Prep should be marked regularly according to the [Assessment, Recording, Tracking and Reporting Policy](#) and the [Feedback Policy](#).

Teachers will record missing preps through the iSAMS weekly effort grades. The Director of Studies will export the missing prep data Grade and Prep log on Sharepoint in the Academic folder every Friday. The link to the monitoring spreadsheet is on the weekly briefing and teachers are expected to report to the relevant Head of Section/Year Group Lead/ Form Tutor and Deputy Head Academic if a pupil persistently fails to complete prep.

If a pupil persistently fails to complete prep:

- Year Group Leads will speak to them and give them a warning.
- If no improvement, the Head of Section or Deputy Head Academic will speak to the pupil and their parents.
- If this continues, the Head of Section or Deputy Head Academic will set up a Focus Card for Prep which is to be signed by staff and parents. [LINK](#) to Focus card.

Pupils are expected to complete prep to their highest level of effort and presentation and always hand it in on time.

Pupils may be asked to complete work again that is not up to standard.

Parents are encouraged:

- to provide a suitable place in which the children can do their prep
- to make it clear to pupils that they value prep and support the school in implementing this policy
- to check that their child has worked steadily during the allocated length of time
- to provide a device and wi-fi for any prep set through one of the school's on-line platforms (request support from the school if this is not achievable)
- to comment to show if the time limit was exceeded or significantly less time was required
- to encourage and praise when the completed work is to the standard expected of their child
- to sign the prep/reading diary in Middle School, making comments if appropriate
- in addition to prep, parents are encouraged to provide opportunities for pupils of all ages to read and to explore the world around them as much and as widely as possible

e. Policy Monitoring and Evaluation

The responsibility for monitoring and reviewing this policy lies with the Curriculum Team. The implementation of this policy should be monitored regularly by Heads of Department and Heads of Section, who will report their findings to the Deputy Head Academic.