



Prep Policy

(Whole School Including EYFS)

First Issued:	September 2001	Next Review:	January 2020
Reviewed:	March 2018	Version:	2.0
Responsible:	Curriculum Team		

Aims

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

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.

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.

Prep should provide a means for pupils:

- to consolidate and reinforce what is learnt in the classroom and, where appropriate, extend this
- to become 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
- regularly monitored and evaluated, by Heads of Department and Sections, to ensure that it is manageable for both pupils and staff
- supported by parents and carers.

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:

- Does not assume open access to a computer and the internet
- Gives structure to the task set
- Has an outcome i.e. notes, presentation etc. (not plagiarised)
- 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 [Marking Policy](#).

Teachers will make a note in the diary and report to the relevant Head of Section/Form teacher and Deputy Head Academic if a pupil persistently fails to complete prep.

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 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, 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.

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 Director of Studies.