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## HOE VALLEY SCHOOL PREP POLICY

Person Responsible: Assistant Head Teacher  
Date Adopted: Autumn 2020  
Date of last review: Autumn 2022  
Date of next review: Autumn 2023

*To be read in conjunction with the Teaching and Learning Policy, and Assessment Policy*

### 1. WHAT IS PREP?

Prep is work that is completed outside of curriculum lessons. Prep activities constitute an element of independent study that is not necessarily directly supervised by a teacher. Prep activities represent an extension or consolidation of the activities of the school curriculum.

### 2. WHY IS PREP IMPORTANT?

Hoe Valley School believes that Prep is a vital part of the curriculum because it:

- Allows practice and consolidation of work done in class and allows preparation for future classwork
- Encourages independent thought
- Develops skills in using libraries and online learning resources
- Provides opportunities for a range of different learning activities and facilitates individual and group work
- Allows assessment of students' progress and mastery of skills and concepts
- Trains students in the planning and organisation of time
- Encourages ownership and responsibility for learning
- Provides opportunities for parental co-operation and understanding
- Prepares students for the world of work and higher education
- Encourages students to take part in 'Purposeful Practice' and embed key knowledge in long-term memory using retrieval practice.
- Fosters the development of metacognitive self-monitoring behaviours

### 3. ENTITLEMENTS

As the School places such a high value on Prep, it ensures all students have a level playing field to complete Prep to a high standard. In light of this, most students at the School have two hours per week of timetabled Prep lessons in which to complete some of the work set (Year 8 students have

one hour a week due to taking an additional foreign language). This ensures a calm, well-resourced study space is available for all learners.

#### **4. REWARDS & SANCTIONS**

In addition to the prospect of higher achievement, students will also be encouraged to aim for excellent standards in Prep by:

- Praise from classroom teachers, Heads of Faculty and the Senior Leadership Team
- The award of House Points
- The display of student work in classrooms, corridors, newsletters and the website

As opportunities are available to complete Prep tasks during a timetabled and supervised time there can be little excuse for poor or incomplete work. However if, despite encouragement, students fail to make sufficient effort in Prep tasks, or fail to hand in work on time, staff are expected to log this information on Behaviour Watch, sanction with a detention if appropriate, and contact home should this become a regular occurrence. Staff are expected to test the extent to which students are completing 'learning' tasks by setting quizzes in lessons, through traditional teacher marking and feedback, or by peer/self-assessment directed by the teacher

#### **5. WHAT KIND OF PREP WILL BE SET?**

Prep for years 7 & 8 will be set in EBACC subjects only - 20 minutes per subject per week. Where appropriate and suitable, staff are encouraged to develop and set self-quizzing from knowledge organisers as prep. When such prep is due, students will complete a low stakes quiz, which would be evident in their exercise book. Using knowledge organisers in this way enables encoded long-term memories to be more easily retrieved and fosters metacognitive self-regulation behaviours in prep. Where research suggests that knowledge organisers are not best suited to a topic or subject e.g. Mathematics, HoFs have the freedom justify alternative forms of prep.

Prep for years 9, 10 & 11 is one hour per week per subject. HoFs have the freedom to direct their Faculties to set forms of prep that are most suited to success in their own GCSE area. This could be a combination of self-quizzing using knowledge organisers, practice GCSE questions and whatever else is necessary within a teacher's specific subject area.

Teachers set Prep at the beginning of the lesson, which is then written into the Google Classroom which feeds into the student's Google Calendar. Teachers set work that does not require the Prep teacher to deliver the learning.

It should be noted that once a student enters year 9, they will not be able to complete all of their Prep tasks during their timetabled Prep sessions and a greater level of independent work outside of school will be expected.

## 6. PREP TIMINGS

Year	Subjects	Duration/Subject	Hand in Time	Home Working	Nature of prep
7-8	EBACC	20 minutes	Weekly	None	Suggested as knowledge organisers, where appropriate
9-10	All	1 hour	At the discretion of the teacher	Increasing as the terms progress	At the discretion of the teacher
11	All	1 hour	At the discretion of the teacher	A minimum of 1 hour a night could be expected	At the discretion of the teacher,

## 7. WHAT WILL PREP LESSONS LOOK LIKE?

Students at Hoe Valley School will be timetabled two, one hour, Prep sessions per week (one in Year 8). It is expected that students come prepared to work independently during this time, ensuring they know what it is they need to complete and that they have the resources and equipment necessary to complete it. Where a student has completed all their Prep work and have nothing further to do in a Prep session, they should complete some additional self-quizzing using their knowledge organisers, or consolidation using GCSE Pod or a similar website if appropriate. They should also ensure that they have a reading book with them.

Prep sessions will be conducted in silence to ensure that all students are able to make the best possible use of the time they are given in School to complete this work.

The Prep teacher delivering the session will be available to provide support and guidance but it should be noted that they will not necessarily be a subject specialist for the Prep that has been set. It is important, therefore, that students ensure they are completely clear about what it is they need to do before they attend a Prep session. Students may use their Chromebooks during Prep sessions at the discretion of the teacher delivering the session, but they may not listen to music. Students are permitted to use headphones during prep, as some prep may require them to watch tutorial videos or similar.

## **8. HOW CAN PARENTS HELP THEIR CHILDREN?**

Hoe Valley School recognises that the support of parents is of great importance. Our expectation of parents is that they should:

- Visit the school website / parent curriculum booklets to see what topic students are following
- Check their child's Prep where appropriate whilst prioritising independent learning
- Contact the school if they are concerned with the setting of Prep (see complaints policy)

## **9. RECORDING & MONITORING**

- Prep is mostly set at the start of lessons and students are given adequate time to ask any questions they have
- Prep is shared via Google Classroom. This automatically populates students' Google Calendars with information and due dates to ensure that students are able to access information and instructions as they need to.
- Staff are expected to log information relating to incomplete Prep on Behaviour Watch, sanction with a detention if appropriate, and contact home should this become a regular occurrence.