



HOE VALLEY SCHOOL PREP POLICY

Person Responsible: Assistant Head Teacher
Date Adopted: Autumn 2020
Date of last review: Autumn 2019
Date of next review: Autumn 2021

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

1. WHAT IS PREP?

Prep is work which is completed outside of curriculum lessons. Prep activities constitute an element of independent study which 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 through the use of retrieval practice.

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 BehaviourWatch, 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.

5. WHAT KIND OF PREP WILL BE SET?

Prep for years 7 & 8 will be set in EBacc subjects only; 20 mins per subject per week. This should be self-quizzing, based on knowledge organisers to encourage students to retain key information. On the day the prep is due, teachers should set a low-stakes recall quiz based on the area students were set to learn.

Prep for years 9, 10 & 11 is one hour per week per subject. This should be a combination of self-quizzing using knowledge organisers, practice GCSE questions and whatever else is necessary within a teacher's specific subject area.

Year 11 Prep will be directed such that some weeks are dedicated to specific subjects for exam style questions and walking talking mocks.

- Teachers set prep at the beginning of the lesson and written into the Google Classroom which feeds into the student's Google Calendar
- Where appropriate, prep should be set in line with the red / amber / green system at the School
- Teachers set work which does not require the Prep teacher to deliver the learning. Students must work independently and quietly. If a student has no prep left to do or does not understand the prep, they must self quiz independently using one of their Knowledge Organisers
- Students are not allowed to listen to music during prep lessons and can will be directed by the Prep Teacher as to whether or not they should be using their Chromebook

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.

Prep tasks are shared via Google Classrooms, which links with the Google Calendar to enable students and parents to easily check what has been set and when it is due.

6. HOW MUCH PREP WILL BE SET?

In Years 7 and 8, teachers in the EBacc subjects only will set 20 minutes of Prep per week. This means that students in these year groups should be able to complete all of their Prep work for the week in the timetabled Prep sessions within the school day. It is expected that in the lead up to assessments and exams that all students will need to do additional work outside of the School day in order to revise and fully prepare.

In Years 9-11 students will be set one hour of prep work per subject per week, in addition to any revision they need to do for upcoming exams and assessments. Students may use their dedicated prep sessions to complete some of this work, but it is expected that they will also need to complete work at home to support and consolidate the learning that takes place in school. At certain times of the year, Year 11 prep sessions may be dedicated to specific subjects for completion of walking talking mocks, or specific practice exam questions.

In Year 11 it is also expected that students complete independent revision outside of School in order to fully prepare for their exams. It is expected that from October of Year 11, students should be doing one hour per night of revision in addition to any specific Prep tasks they have been given.

The nature of Prep set will vary from subject to subject, depending on what is appropriate. It is at the discretion of Heads of Faculty to oversee the Prep set in their faculty areas and ensure that the work set is meaningful and appropriate. Students will always have a week to complete their Prep to ensure that a 'bottleneck' does not develop.

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.

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 BehaviourWatch, sanction with a detention if appropriate, and contact home should this become a regular occurrence.