



**Prep & Follow Up Work
Policy
(Homework)**



PREP AND FOLLOW UP WORK POLICY

Introduction

During a week, a child will be set prep which will be complementary to the work undertaken in class and will be an activity designed to extend and consolidate their understanding of the subject.

Purpose of Prep

Prep should:

- reflect the schemes of work in subject areas
- be demanding yet manageable for students
- enhance student performance and achievement

Monitoring and evaluation

This policy will be reviewed at least annually by senior managers and the full governing body.

Policy lead:	Peter Kingdom
Last review date:	July 2015
Next review date:	July 2016
Approval needed by:	Head teacher

Length of Prep Tasks

We recommend that students complete the equivalent of

- 1 hour of prep per night in Year 7 & 8
- 1 ½ hours of prep per night in Year 9
- 2 hours of prep per night in Years 10 & 11
- 20 hours of independent study per week (including personal study time within school) for Years 12 & 13

Students will be set prep with the expectation that this prep will be submitted according to guidance given by the teacher. As a rule prep set on one day will not be expected the following day. Students are encouraged to plan their own work schedule at home.

Completion of Prep

There may be occasions when prep might have to be handed in the following school day e.g. maths on a Tuesday and a Wednesday, but we aim to give students a number of evenings to complete the work so that they can complete the assignment to a high standard. Pupils are encouraged to plan their own work schedule at home and are expected to ensure completion by the set deadlines.

Recording of Prep

Prep is recorded on SIMS Learning Gateway by the subject teacher and this can be accessed by parents and pupils at home. Pupils should also write their prep in their student planner. The teacher will also make it very clear to the class in the lesson when the prep is to be handed in. Good prep is recognised through a positive mark on SIMS. Non completion or unsatisfactory completion of prep is highlighted in SIMS through a negative mark.

Supporting Students in Completing Prep / Independent Study

There is a prep club which is run by the Head of Student Services and 6th Form Mentors at the Westfield Drive campus before and after school. At the Bexton Road campus TA's run a similar club for Year 9 and the College. These are primarily focused on vulnerable students but all are welcome. There is also the opportunity to go to the Library to complete prep. The Library is also open after school.

Role of Student Services

Form Tutor / Head of Student Achievement / Student Support Officer / Head of Student Services

It is important that the subject teacher supported by their Head of Subject/Faculty deals with non-completion of prep. However, there will inevitably be students who do not complete prep across Learning Centres. In these circumstances Heads of Student Achievement lead a coordinated response which can take several forms e.g. a focused intervention group, report card, regular contact with parents. Good prep will be recognized through a positive mark on SIMS.

Monitoring & Evaluation

Prep will be monitored as follows:

Learning Centres

- Evaluation of tasks set, assessment criteria and marking schemes at the end of each unit of work.
- The marking of prep will be monitored and evaluated within Learning Centre meetings and/or through appropriate Work Scrutiny.
- Heads of Subject will monitor SLG to ensure that meaningful prep is being set on a regular basis.

Student Services

Heads of Student Achievement will use PARs to monitor students who regularly do not complete prep and intervene with students where there are regular patterns/trends of non-completion.

SLT

Directors of Year Groups will oversee monitoring of prep.

Prep Timetables

The School – (Years 7 to 9)

In the School prep is set by subject teachers on a weekly basis according to the prep timetable below.

Weekly Prep subject areas:

- English x 2
- Mathematics x 2
- Science x 2
- Modern Language x 1 (if 1 language studied); Modern Languages x 2 (if 2 languages studied)

Fortnightly Prep subject areas:

- Geography
- History
- Religious Studies

In addition to these areas, they may be set further prep in:

- Art and Design
- Computing
- Performing Arts

The College (Years 10 and 11)

Fortnightly Timetable

One subject will set prep as a minimum on each school day

- 4 Options x 2 hours
- Maths, English & Science x 2 hours x 2

Additional prep maybe set according to need.

Studio School (Years 10 and 11)

- Maths x 2 hours (1 each week)
- English x 2 hours (1 each week)
- Science x 3 hours (1 hour each subject across both weeks)
- Options x 1 hour (across both weeks)
- Method Maths (every evening)

Additional prep may be set according to need.

The College & Studio (Years 12 and 13)

In Years 12 & 13 it is expected that students will complete 2 hours of prep daily as well as a significant amount of independent study per week.

