

PREP POLICY

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Introduction

Prep should be seen as serving the following purposes:

- a) To encourage independent study and personal organisation
- b) To create additional time for structured learning
- c) To reinforce and demonstrate understanding of classroom learning
- d) Be a purposeful activity and to extend and enrich children's learning, interest and understanding

Tasks may include:

- Reading - both school and library books, Bug Club (Junior School) and the class reader (Senior School);
- Learning of times tables and key mental maths facts;
- Learning of spellings and key/high frequency vocabulary;
- Completion and/or extension of work begun in class;
- Additional research and collecting of information;
- Investigations including long-term projects.

Evidence suggests that when homework is used as a short and focused intervention it can be effective in improving students' attainment (Education Endowment Foundation). Therefore, our prep policy hopes to improve pupil outcomes by ensuring the tasks are short, manageable and personalised to the child's needs.

Junior School (incl. EYFS)

Junior School Pupils have a 'Reading Record Book' that accompanies the reading book. Parents are requested to sign the book when they have heard their child read. It can also be used to pass messages to and from the class teacher.

We encourage parents to hear their child read daily (approximately 10 minutes), as young people who read outside of class daily are 13 times more likely to read above the expected level for their age (Children's and Young People's Reading Today, National Literacy Trust).

Junior School Homework Timetable

Nursery	<ul style="list-style-type: none">• Daily reading to your child, including sharing their weekly library book.• Preparation for 'Show and Tell'.• ELDRIC the Penguin weekend adventures.• Optional activities communicated via 'Next week in Nursery'.• Optional phonics activities linked to the sound of the week - Autumn term• Optional number and handwriting activities- Spring and Summer terms
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Reception	<ul style="list-style-type: none"> • Preparation for 'Show and Tell'. • Listening to your child read daily, school reading book and Bug Club. • Daily reading to your child, including sharing their weekly library book. • A literacy task is sent home every Friday, including letter sounds/formation and word building. • A maths task is sent home every Friday • ELDRIC the Penguin weekend adventures.
Year 1	<ul style="list-style-type: none"> • Preparation for 'Show and Tell'. • Daily reading, including school reading book, library book and Bug Club. • Spelling: words to learn will be sent home weekly. • A maths or literacy task will be assigned weekly; this may be electronically based. • Occasional topic work may be set; the class teacher will communicate this via email
Year 2	<ul style="list-style-type: none"> • Daily reading, including school reading book, library book and Bug Club. • Spelling: words to learn will be sent home weekly. • Maths: a task will be assigned weekly; this may be electronically based. • Occasional topic work may be set; the class teacher will communicate this via email

Senior School

The frequency and length of prep tasks for Years 3 to 6 will vary according to the age and needs of the pupil. This is displayed in the front section of the Prep Diary. As a general rule, Year 6 will complete approximately 30 minutes per task, Year 5 will complete 25 minutes, Year 4 will complete 20 minutes and Year 3 will complete 10-15 minutes. This is a graduated approach and currently, Year 3 have the option to complete the prep tasks at home if not staying for an extra-curricular activity. Years 4 - 6 complete their prep at school.

Tasks set for completion at school will vary in their nature but should predominantly be written. The tasks are purposefully linked to the class learning. On occasions, pupils may be asked to complete an electronic based prep or a practical activity. All prep tasks must be completed to the child's best ability and in line with our school presentation expectations.

In some subjects, an extended or practical project will be set termly, which may also be required to be completed at home. Such tasks are designed to promote creativity and independence. However, it is hoped that the bulk of prep will be completed at school at the end of each school day, although, this will depend on the child's understanding and ability to focus purposefully on their work at this time.

If a parent feels that particular circumstances (e.g. prolonged absence from school) warrant additional prep for catch-up or reinforcement, this should be discussed with the class or subject teacher. If the class teacher feels that additional work would be appropriate, adequate time will be allowed for work to be set and materials to be gathered. Additional

prep will not normally be set simply because a child is being taken out of school for a family holiday.

Prep should always be followed up in class and it is essential that pupils understand that, unless clearly specified, prep tasks are not optional. If a prep is not completed, then a child will be asked to complete it at the earliest convenience unless there are documented mitigating circumstances that prevent such completion.

Prep Diaries

Our Prep Diaries are bespoke planners, designed by us for our children at Gayhurst. They reflect the school's ethos and aims of the school, as well as contain useful subject based information. Each pupil in Years 3 to 6 records what they are required to do for their prep in their Prep Diary. This should include:

- Clear description of task
- Date due
- Type of task, e.g. reinforcement/research etc.

The Prep Diary is an important means of communication between School and Parents. Parents are asked to sign the Prep Diary every week. The Form Teacher checks that homework is being recorded and signs and annotates the diary each week.

On occasions, when prep is completed at home, the Prep Diary could be used by the parent to raise queries about their child's understanding of a prep or inability to complete it in the time allowed. On such occasions, it is helpful if parents write a note to share their concern with the teacher who has set the prep. Additionally, this can be written on the actual piece of work that the child struggled on or parents can contact subject teachers directly via email or Form Teachers via MSP. It is important that parents heed the time guidelines for prep, as that demonstrates what a child is capable of within a given time.

Whilst it is hoped that the bulk of prep will be completed at school, pupils will be able to take their prep home to share with those parents who take an interest in their child's work and thus reinforce the home/school partnership that we value.

Senior School Prep Timetable (per week)

Year 3	<ul style="list-style-type: none">• English: 1 x 15 minute task, continued spelling practice• Maths: 1 x 15 minute task, continued times table practice• Science: 1 x 15 minute task• Reading: continued reading of school reading book and library book linked to accelerated reader• French and Spanish: continued learning of key vocabulary
Year 4	<ul style="list-style-type: none">• English: 1 x 20 minute task, continued spelling practice• Maths: 1 x 20 minute task, continued times table practice• Science: 1 x 20 minute task• Reading: continued reading of school reading book linked to accelerated

	<p>reader and class reader</p> <ul style="list-style-type: none"> • French and Spanish: continued learning of key vocabulary
Year 5	<ul style="list-style-type: none"> • English: 1 x 25 minute task, continued spelling practice • Maths: 1 x 25 minute task, continued times table practice • Computing: 1 x 25 minute task • Science: 1 x 25 minute task • Reading: continued reading of school reading book linked to accelerated reader and class reader • French and Spanish: continued learning of key vocabulary
Year 6	<ul style="list-style-type: none"> • English: 1 x 30 minute task, continued spelling practice • Maths: 1 x 30 minute task, continued times table practice • Computing: 1 x 30 minute task • Reading: continued reading of school reading book linked to accelerated reader and class reader • STEM: 1 x 30 minute task • French and Spanish: continued learning of key vocabulary <p>After February half term, Year 6 children will complete two preps a night: one at school, and another at home (1 hour in total). This is to best prepare them for secondary school and will cover most subjects across the curriculum.</p>