



# Sidcot

Live Adventurously

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**Policy Name: Prep Policy**

**Policy Number: 6.8**

**Date: September 2024**

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## 1. Introduction

Sidcot believes that the ability to work independently is vital to the development of students who will become life-long learners. Well-structured and relevant Prep helps to foster these all-important skills of independent learning. Prep should always be in context and should support, reinforce and enhance current classwork. Marked Prep should be returned to students at the earliest opportunity, typically in the next lesson after the work has been submitted. We understand that return by the next lesson may not be possible if this lesson is the next working day or if the work to be marked is, for example, a substantial piece of exam preparation work.

We encourage teachers to allow students to mark their own work from time to time, against an agreed mark scheme or for students to participate in peer assessment under controlled conditions.

Prep in the Senior School should be set and marked as indicated below:

- All Prep tasks must be set using **Firefly**. This still applies if Prep is also set using 'Microsoft Teams'.
- Prep deadlines: wherever possible, students should be given **(at least) 1 week** to complete their Prep.
- All staff must ensure that students write **the date** and the codes "**P/p**" and "**C/w**", as appropriate, in books and folders for each piece of work. (**P/p = Prep. C/w = Classwork**).
- Staff must ensure that all Prep tasks set are **appropriate**. Appropriate tasks will either enable students to demonstrate a sound consolidation of learning or extend the knowledge and understanding they have acquired and/or prepare them thoroughly for your next lesson.
- Prep completion must be monitored and failure to hand in Prep must be followed up.
- A Prep task may be chosen by the teacher, as an example of a **substantial piece of work** that is marked as described in the Marking Policy. For such pieces of work, tasks should be set that clearly enable assessment of students' **progress & learning**.
- Teachers must be able to provide evidence of Prep completed, e.g. Firefly records, marks recorded, Prep tasks clearly annotated as such in students' work with loose sheets stuck into books/folders.

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## 2. Minimum frequency and duration of Prep set

Please note that the expectations set out below indicate the **minimum** amounts to be set. It may be appropriate to set more Prep at certain times during the delivery of each course.

- **KS3: Minimum expectation:**

English, Maths, Science, History, Geography, MFL, Technology & REP: Prep set once a week.

Art, Music, Drama & Computing: Prep set as and when appropriate.

Task length = **minimum 30 minutes**. At times - may be significantly more.

- **KS4: Minimum expectation:**

English and Maths = twice a week.

Biology, Chemistry and Physics = once a week in each discipline.

Options = once a week.

Task length = **minimum 45 minutes**. At times - may be significantly more.

- **KS5: Minimum expectation:**

<b>A-level</b>	<b>International Baccalaureate</b>
<b>Yr12:</b> 3-4 hours per subject per week in total.	2-2.5 hours per subject per week.
<b>Yr13:</b> 4-5 hours per subject per week in total.	3 hours per subject per week

It is recognised that more Prep will be needed to be done in examination years in the run up to exams.

## 3. Reading: Students should always take a reading book with them to all school Preps where attended, so that they have something to do quietly if they finish their Prep early.