

Prep Policy

October 2015



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| Springwest Academy | |
| Person(s) Responsible: | Principal |
| Status: | Non-Statutory |
| Date Approved: | October 2015 |
| Date of Review: | As and when required |

Rationale:

With the new GCSEs coming into force the demands are huge on our students and teachers. Not only do our students need to have a far greater breadth of knowledge but they will also have to learn the discipline of working more independently and doing work outside of taught lesson time.

Putting in a prep session three times a week will give extra learning time and will embed the skills of working more independently but in a structured environment. It will also allow us to give additional time for subject specific revision at Key Stage 4 and 5.

It is expected that many of the PREP tasks given will support 'flipped learning', allowing students to prepare for their next lesson building greater opportunities for strong progress.

This extra time is what is offered at Private Schools and many of the new Academies and Free Schools. At Springwest Academy we do not want our students to miss out or fall behind. There are new challenges ahead of us now and we must be ahead of the game, not behind it, if our students are going to succeed as they should. Educational Research shows that an extended day supports students in reaching their full potential.

Organisation

PREP will run 3 days each week; Tuesday, Wednesday and Thursday from 2.45p.m. to 3.30p.m. All years from 7- 13 will take part in PREP and all teaching staff will be involved.

PREP will be organised as follows:

Key Stage 3 and Key Stage 4:

All students in Key Stage 3 and 4 will go to their PREP groups at 2.45 p.m. and be registered by their PREP tutor. All students will have 45 minutes of supervised peaceful study and be expected to complete their PREP tasks which have been set by their subject teachers according to the published PREP timetable.

PREP tutors will have access to additional literacy and numeracy tasks should the need arise. (*SLT will be responsible for organising this material*)

Form Tutors will usually be responsible for most of the students in their Tutor Groups. However, PREP groups will be set up to be as small as possible, so a number of students will be taken out. For example: ACOs will identify a number of students, most likely Challenge the Gap students, who they will work with throughout the year thus reducing overall group sizes. ARC students will do PREP in the ARC etc. All teachers will be involved as PREP Tutors.

At KS4 it is expected that the volume of homework set, for the new GCSE specifications, will require independent work to be completed over and above the 3 x 45 minute sessions.

PREP Groups

- There will be a sporting club running on one of the PREP afternoons for each Year group: Yr7 on Tuesday, Yr8 on Wednesday and Yrs 9 and 10 on Thursday. PE staff will be used to run these sessions. If the demand overstretches capacity PE staff, with the ACO, will approve the list of students according to their commitment and ability to catch up PREP work in their own time. These clubs will be run for a half term and will be updated in PREP registers so PREP tutors know who should be present. Attendance to these sports clubs will be registered by the PE department. If students fall behind on their PREP tasks then their entitlement to attend this club will be removed. This decision will be taken by the relevant ACO in conjunction with PE staff. Occasionally students will be absent from PREP as a result of representing Springwest Academy in a sporting fixture or to rehearse with the Creative Arts Faculty for a school production or show. Such absence will be publicised to staff and the attendance officer in advance via email, as is currently the case when taking students out of lessons, and registers will be amended accordingly.
- External Clubs – If a student attends a recognised club external to school on one of the PREP nights, they will need to apply to their ACO for permission to attend. Details of the club with chief contact person's details and times of the session will need to be given to the ACO. The final decision will rest with the Principal. The same rules as above will apply in that the student will have to complete their PREP work in their own time and permission to attend the club may be withdrawn.
- During key times students in Year 10 and 11 will be identified to attend subject specific revision sessions to help them prepare for key examinations. These will be run by subject staff and will have been agreed by the ACO and SLT in advance. HODs will ensure that registers for students attending these sessions will be taken and sent to the attendance officer at the start of the session. During such revision sessions, some PREP groups maybe amalgamated to ensure subject specific staff can be released.

Yr7 & 8 PREP (English, Maths, Science, MfL, History, Geography)

Students will complete their PREP in their class exercise book or on a separate sheet of paper which will be kept in their named plastic wallet. If the PREP task is not flip learning

based and requires formal teacher marking, the student will be expected to hand this back to their teacher in the next lesson.

9, 10 & 11 PREP all examination subjects

Students will complete their PREP in their class exercise book or on a separate sheet which will be kept in their named plastic wallet which can be used to support any flipped learning exercise.

Head of Department / Faculty should:

- Strategically guide subject teachers in the setting of PREP tasks, ensuring that good practice is shared and tasks have been pre-planned.
- Evaluate the effectiveness of the PREP tasks during departmental time throughout the academic year with their team.
- Ensure that subject teachers have set sufficient PREP tasks for students to complete during PREP time each week. PREP tasks could take the form of key words, spelling, factual learning, reading a passage in readiness for next lesson etc or could arise directly from the mid term plan or lesson plan.
- Follow up with individual teachers any concerns that come through from Prep Tutors and ACOs.
- If a member of their Department or Faculty is absent please inform their PREP group that they need to go to the Canteen unless otherwise directed.

Please be aware that 'finish off classwork' is not good practice as a stand alone PREP task.

Class-teachers should:

- Ensure that PREP tasks have been carefully planned to meet the learning needs of all students in the class and set on the correct day according to the PREP timetable.
- Ensure that all students have recorded their task, in their PREP books, are clear about what they need to do and are aware of the hand in date is, or the lesson the task will support. Time must be given in the lesson for this to happen. If it is rushed at the end confusion happens.
- Ensure all students have the information, worksheet, classwork book that they need to complete the task that has been set.
- Ensure that rewards are given for excellent PREP work.
- Where students have not submitted work, or the work has lacked the expected effort, the class teacher on marking PREP, can set a 'class teacher' detention of 10 minutes as per the 'Consequences Ladder'.
- If there are ongoing concerns about lack of effort, or non-completion, the student's Prep Tutor should be made aware of the concerns and the ACO informed

PREP tutors should:

- Be aware of what PREP subjects their group should be doing that night.
- Supervise and support PREP by firstly taking the register (**essential as this is the official statutory pm register**) and answer any questions to settle the group.

- Ensure that their PREP group work in a peaceful and purposeful way following the PREP consequences ladder.
- In the unlikely event of students arriving to PREP with nothing to do, students should use the literacy/numeracy/reading texts that are available in each form room. PREP tutors will hold this PREP box and inform the ACO if they are running short of supplies.
- Where PREP tutors identify a consistent lack of PREP or lack of understanding of PREP tasks in one particular subject area, they should share these concerns with their ACO, who will then liaise with the relevant HOD.

ACOs should:

- Monitor consistent lack of homework and sanction students as per the 'Consequences ladder'. ACOs should make contact with home and arrange meetings with parents where necessary.
- Inform HoDs where PREP teachers have raised a concern about lack of PREP or poor quality PREP
- Use Assembly time to raise the profile and importance of independent study rewarding good work and effort.

SLT should:

- Ensure that all PREP Tutors have a box of additional work ready to quickly cover any unforeseen gaps in the PREP set by teachers
- In some instances, cover one night a week for ACOs who maybe used for Sport or other activities
- Manage the Yellow Card room
- Cover the PREP groups whose tutors are absent for the day. This will happen in the canteen.
- Be responsible for evaluating PREP on a half termly basis consulting with teachers, students and parents.

Students should:

- Arrive promptly to their PREP Tutor bases
- Have no reason to leave the room as there has just been a break and they will be responsible for bringing everything they need to complete their PREP with them.
- Ensure they have written down their PREP in their book and have checked any queries with the class teacher before leaving the lesson
- Complete all of the work that has been set to the best of their ability
- Ensure they meet any deadlines for handing in their work
- Work peacefully and purposefully. They should not ask questions of their PREP Tutor except for brief clarification, if essential, at the beginning.
- Students who attend a sports club or an external club will need to ensure that they complete their PREP in their own time.

There will be very high expectations of positive learning behaviour during PREP. Students are learning how to manage their study and grow a self-reliance.

- Students can, and should, be rewarded by their PREP Tutors for excellent attitude and effort. PREP tutors will be commenting on their ability to self-manage and study independently on their school report
- The PREP consequences ladder will differ only slightly from the normal consequences ladder. If after 2 warnings a student still does not respond as expected, they will be sent to the Detention Yellow Card Room (The Canteen), this will be run by SLT. The PREP Tutor should email SLT as a group to inform them that a student is expected. They will complete their PREP time with SLT and a further 30 minutes PREP detention.

Attendance:

- PREP is a timetabled period of the day and therefore any unknown absenteeism to PREP or an extra-curricular club will be treated as truancy and will result initially in a '1 hour detention'. Further episodes of truancy will be dealt with in the normal way.
- The pm statutory attendance mark will be generated by the PREP registers. It is imperative that accurate registers are taken at the beginning of the session.

Key Stage 5:

PREP at Key Stage 5 will work slightly differently, to ensure that students are building up independent study habits to facilitate a smooth transition to Further Education. PREP will run on Tuesday, Wednesday and Thursday, but will be organised as follows:

Tuesday and Thursday:

- Instead of reporting to form tutors, students will choose which subject 'drop-in' they wish to attend. These subject drop-ins will run each Tuesday and a Wednesday evening and last until 4.10 p.m. The expectation is that all KS5 students must attend at least one. They will sign up for these on the first day back.
- A draft PREP timetable is attached.
- These subject drop-ins will be updated on registers, so staff know who is expected to attend.
- In the event of absenteeism, staff should mark on the register and also send an email to the Sixth Form Learning and Study Manager, 'ccing' the Head of 6th form who will follow up with consequences as necessary.
- The subject specific drop-ins that students choose to attend each Tuesday or Thursday will be reviewed after every 6th form data entry point (denoted by a flag on the assessment calendar). Registers will be updated at this point.

- Sixth form students will be encouraged to attend both Tuesday and Thursday PREP sessions, but will be compelled to attend only one in the first instance. Where students are appearing to not be progressing against their KS5 targets, this 'option' will be removed and they will attend both sessions.

Wednesday:

- Wednesday evening will be extra-curricular night, which is optional, but highly encouraged for all 6th formers.
- Students will chose from a range of sporting and other committees which are expected to make them more rounded individuals and will be line managed by form tutors.