



# Prep Policy

<b>Policy number</b>	US020 / ISI 02a
<b>Applies to</b>	Upper School
<b>Endorsed by</b>	Head Master
<b>Responsibility</b>	Head Master
<b>Date reviewed</b>	September 2020
<b>Next review</b>	September 2021

## The Purpose of Prep

Prep is learning set to be accomplished outside ordinary lesson time by boys. Prep has a number of valuable educational aims, including:

- The consolidation of lesson material
- Encouraging independent learning, time management and organisation
- Preparation for exams and tests
- Preparation for future lessons
- Enhancing skills
- Facilitating the completion of a task which cannot be done in the lesson
- Contributing to a broader scheme of learning, possibly including a large-scale task/project

## Prep Procedures for Boys

1. Completing Prep to the best possible standard must be a priority for all boys. This means Prep should be completed in good time, not left to the last minute, and boys are expected to work on their Prep in appropriate environments (e.g. in the Library, in a bedroom/study area). Mobile phones and other devices should be kept at a distance in order to avoid distractions, notably from social media sites.
2. Preps should always be completed neatly; attention to handwriting, spelling and punctuation is essential.
3. Boys are expected to meet the deadlines for Preps set by their teachers. Failure to meet these deadlines will result in school sanctions.
4. Boys failing to either achieve a mark threshold in a Prep or if their work falls below what is an expected standard for them will be required to redo the task (or an equivalent task).
5. Boys struggling with Prep should email teachers in advance of a lesson to explain the difficulty (giving 24 hours notice wherever possible) or, ideally, speak to their teacher before the deadline.
6. All Prep must be a boy's own work. Copying from another boy or plagiarising from the internet or a book is unacceptable. This includes 'copying and pasting' material in a computer-generated Prep. Failure to follow academic honesty will result in school sanctions.
7. Most Prep tasks will be set via Firefly. However, if a Prep is not recorded on Firefly, boys may not use this as an excuse for failure to complete the task on time. Boys may access Prep tasks via Firefly on the School Portal or via the app which can be downloaded to most mobile devices.

8. Pupils who miss a lesson because of illness or another commitment (e.g. music lesson, trip or sports fixture) must find out what Prep was set in that lesson and complete it by the stated date. Absence from a class when the Prep is set is not an excuse for failure to complete the work by the stated deadline.

### Prep Procedures for Teachers

The prep requirements in each subject should be codified in the department Assessment and Feedback policy.

1. Prep tasks should be interesting, challenging, varied and designed to foster a positive attitude to independent learning. Where appropriate, teachers should differentiate between pupils by setting different, or extended, prep tasks.
2. Preps should be set regularly, and boys should be told at the start of each term which day(s) they will be set Prep on and when they are expected to submit completed tasks.
3. Preps should be collected in regularly in the specified lesson and returned to boys, with feedback, at the earliest possible opportunity.
4. All preps are expected to be set via Firefly for the Fourth Form, Remove and Fifth Form. It is strongly advised that Sixth Form Preps are also set via Firefly. The prep task should be explained in the lesson when set.
5. Written tasks should be marked according to the School Literacy Policy. Teachers should expect work to be presented tidily, with neat, legible hand-writing and attention to spelling, punctuation and grammar. Preps which are sub-standard in this respect should be repeated.
6. Feedback (usually written) should be given for all preps (e.g. constructive advice about how to improve work, and how errors could have been avoided). Simply giving a mark, or just using ticks and crosses, is rarely effective feedback.
7. Teachers are expected to award Academic Merits for good learning, or for learning which demonstrates significant improvement or progress, in relation to a boy's ability or prior attainment.
8. The following sanctions should be imposed for missed prep deadlines:
  - Late/missed/poor effort prep = Academic Concern
  - Second late/missed/poor effort prep = Academic Warning
  - Third late/missed/poor effort = Academic Detention
9. Any boy failing to reach a standard deemed acceptable for their ability, will be required to re-do that Prep. A boy asked to re-do a Prep should receive an Academic Concern. An Academic Warning may be appropriate, but teachers should make this assessment having considered the individual circumstances.
10. Teachers should automatically issue an Academic Warning to a pupil whose work is copied or plagiarised. In the most serious of cases, an Academic Detention for plagiarism may be appropriate.

## Prep Procedures for Heads of Departments

Heads of Departments should:

1. Ensure Prep is being set, assessed and returned consistently, according to the department Assessment and Feedback policy.
2. Check mark books regularly to ensure all teachers are marking preps punctually and according to appropriate criteria. Departments may wish to maintain a Department mark book (probably electronic) which can be accessed by all members of the Department.

## Prep Timings

No formal Prep Timetable is issued for any year group. Teachers are required to inform boys at the start of each term when their regular Prep will be set and on which day they can expect it to be handed in. In instances where multiple Preps are set on a single evening, the boy should speak to his Tutor, who can be in touch with the relevant subject teacher and/or Deputy Head (Academic).

Whilst boys should expect to spend longer on their Preps in accordance with their seniority in the School, it is the quality of the work produced rather than the quantity which is most important. Suitable time should be dedicated to Prep each school day evening; in a boarding house supervised prep takes place each evening for 90 minutes minimum. Day boys should ensure a similar amount of time is dedicated to Prep.

Typically, Fourth Form boys should expect 90 minutes of prep each weekday evening; Remove and Fifth Form boys 120 minutes and Sixth Form boys at least 150 minutes. Sixth Form pupils have a number of private study periods, in addition to evening prep, so their workload should be commensurate with their time available.

In order to maximise their performance, boys should ensure they work in an environment which is conducive to study and free from distractions.

Times may vary according to the nature of the tasks set, but Tutors should be aware if there are difficulties in Prep completion and advise tutees accordingly. Equally, it is important to stress that it is a pupil's first responsibility to complete work set for Prep satisfactorily, and to present it when expected to do so.

## A Note on Using Prep Time for Controlled Assessment

It is appropriate that during the defined 'controlled assessment' part of a course a task might be set across several periods or even weeks (subject to the examination requirements).

Single Prep tasks might not always be set during this time; but it is important that teachers tell boys on the relevant night that their Prep is to continue with their controlled assessment. It is good practice for teachers to subdivide tasks and require submission of the parts at specified dates; this avoids any backlog of work.