



Leighton Park School

Prep Policy

Prep is work set to be accomplished outside ordinary lesson time by pupils. Its purposes are to reinforce good learning, to enhance skills and to create an approach to education, which recognises the inter-connection of school, house and home. It may comprise one or more of:

- Preparation by reading and research for activities to come.
- Completion of work begun in class.
- Undertaking of learning tasks for testing in the future.
- Comprehension assignments related to work already covered.
- A range of manual or other tasks set to demonstrate achievement and initiative by the pupil.
- Discursive and other assignments to enhance or to demonstrate the development of skills.

Prep is set regularly in all subjects in accordance with a fixed rota. Pupils should have the resources needed for prep easily available to them, whether at home or within school. The school's development programme is increasingly making this possible. On average pupils should expect the following time to be given to prep:

Year 7	25 minutes for each subject ; 6 - 7 hours per week
Year 8	25 minutes for each subject ; 6 - 7 hours per week
Year 9	30 minutes for each subject ; 8 - 9 hours per week
GCSE	30 – 45 minutes for each subject ; 10 - 12 hours per week
A level	5 hours per subject per week

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.

Prep diaries or planners are provided for all pupils so that work set may be properly recorded and pupils can be reminded of it. Prep diaries should be used to communicate with parents and signed weekly by parents and tutors.

The protocol for dealing with prep that is not completed, or is unsatisfactory, is set out earlier in this document.

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