Prep Policy

Prep should be set in accordance with the Prep time-tables published every September by the Deputy Head (Academic). The teacher should ensure that all Preps, or any work requiring submission, including all coursework or project work, are outlined in pupils' GCs, to GC Culford protocols published at the beginning of every year.

Work should be well-defined, demanding, differentiated and achievable by all abilities. Teachers should ensure that pupils are always aware of its relevance and purpose. Prep should rarely be just the continuation or completion of class work. Where possible, large pieces of work, such as coursework or research projects, should be broken up into smaller pieces with regular feedback. Learning Preps must be preceded by relevant study skills training particularly in the lower years. All learning Preps should be assessed or tested. Reading Preps should include some form of measurable feedback, for example a test, or a concept map.

Prep should be set for every slot according to the Prep timetables, and progress and need. However, as a guideline:

- **Sixth Form pupils should always be set the full amount of Prep, as they have a number of Private Study periods. Sixth Formers should also be taught how to undertake useful independent study that goes beyond Prep.**

During School events, such as a School play, Prep should be set as normal but teachers should be more lenient with respect to deadlines.

A pupil must catch up and complete Prep and class work if they have been absent from a lesson. Teachers should be more lenient if the pupil has been absent for a prolonged amount of time. Pupils should be asked to redo work if: presentation is poor; the standard is below their ability; it is unfinished. Returned work should be noted, checked and marked. Sanctions are outlined in the Academic Sanctions policy

Length of Prep

Fourth Form (F4):

- English & Mathematics: 2 x 30 minutes per week.
- All other subjects: 1 x 30 minutes per week.

Fifth Form (L5 & U5):

- English & Mathematics: 1 x 80 minutes per week.
- GCSE Options: 1 x 60 minutes per week.
- Separate Sciences: 1 x 60 minutes per week, *per subject*.
- Trilogy Science: 1 x 30 minutes per week, *per subject*.

Sixth Form (L6 & U6):

- **Two hours per week, per subject teacher.** (e.g., a subject with two teachers requires four hours of prep in total).

Where teachers share a set, they must liaise to ensure that the correct amount of Prep is set.

Day pupils' Prep should normally be done at home, but it is sensible that any free time during the school day should be used for this purpose. Prep times for Boarders are dealt with by individual Housemasters/mistresses.

Reviewed: July 2026
Next review: July 2027
V4.1

Private Study

For the Upper Sixth, private study can be undertaken either in the Library or in the Sixth Form Common Room. The Lower Sixth study only in the Library, either in silence on the Mezzanine, or in the collaborative work space downstairs. For some pupils, the Deputy Head arranges supervised private study, which takes place in the Library. Lists of pupils taking supervised private study are updated by the timetabler. Students in the Sixth Form with private study during period four may take an early lunch at 12.30 in the Sixth Form Common Room.

Pupils are responsible for signing a registration sheet when attending supervised private study in the Library. If they fail to sign in they are deemed not to have been there. Absences are reported on a daily basis to tutors via the librarian. It is the tutor's responsibility to follow up and deal with any absences. Absences should be treated in the same way as for any other lesson and pupils should expect to be placed in Academic Detention.

Holiday Work

Fourth Form: no work to be set during any holiday. Lower Fifth to Sixth Form: when appropriate, work should be set in preparation for exams or coursework.