

### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*



## **St Catherine's Preparatory School PREP POLICY**

**The Prep School refers to all staff and students in the St. Catherine's Preparatory which includes: the Early Years/Foundation Stage (EYFS), Pre-Prep School (KS1) and Prep. School (KS2).**

This policy was revised and updated in August 2017, Oct 2014 and July 2009, in line with the School's Policy Review Schedule which ensures that all policies are kept up to date, and replaces the policy of 2008.

### **Purpose**

Prep is an intrinsic part of the learning process. It is set to give pupils the opportunity to work independently. Tasks may vary and include: completing exercises started during the day thereby enabling consolidation and mastery of skills or material being studied; reading materials in preparation for a forthcoming lesson; developing fluency – learning multiplication tables, spellings, practising vocabulary. Reading, an essential part of the learning process, is also set. Prep is regarded as an opportunity for girls to share at home what they have learnt at school. In completing their prep, the girls are learning how to learn on their own as well as practising important study skills.

Pupils may complete their prep at home or in school at the designated Prep Class which runs from 3.35 – 4.10 on Monday to Thursdays or in the Prep Room as part of Cat Club from 4.00 – 6.00. Girls in LIII have one 30-minute prep lesson per week.

For prep to be effective, communication is important. Girls should be given the opportunity to record their prep, either in their Student Planner on their iPads using App 4 or by attaching a photograph. It is helpful if the teacher writes instructions on the board or provides instructions on paper or other electronic medium. Girls should understand the expectations for the prep in terms of time, content and presentation. Prep should be differentiated to enable all pupils to work independently at an appropriate level.

If a pupil takes longer than the set time to complete a piece of prep, or is clearly finding it difficult to complete independently, parents are advised to inform teaching staff so that appropriate action can be taken.

As pupils progress through the school, prep expectations increase at a gentle rate in line with girls' developing maturing and academic expectations.

## EYFS & Key Stage 1

Pupils take home reading books three to four times a week. A Reading Record book is the vehicle of communication between home and school.

<b>PPI</b>
Reading four evenings per week.
<b>PPII Prep</b>
<b>DAILY:</b> Reading and spelling practice +/- 10 minutes
Occasional topic research – e.g. find two facts about Florence Nightingale
<b>PPIII Prep</b>
<b>DAILY:</b> Reading +/- 10 minutes. Girls are encouraged to discuss the content of their reading to foster good comprehension.
<b>Phonics</b> – spelling + worksheet – 10 minutes per day practice over one week.
<b>Maths</b> – Occasional maths tasks may be given as prep, e.g. computer activities, work sheets.
<b>Other expectations:</b>
Strings practice - 10 minutes up to 3 times a week

## Key Stage 2

During the year, prep may take the form of learning words for seasonal services, assemblies and productions.

<b>FI Prep</b>	<b>3 -&gt; 4 Preps</b>
<p>There is a staggered start to prep in Form I to allow the girls to adjust to the changes and expectations of KS2. Prep is 20 minutes per subject/task.</p> <p>Autumn and Spring terms:</p> <ul style="list-style-type: none"><li>• Maths – developing fluency: tables, number bonds</li><li>• English – reading/Active Reading</li><li>• Spelling</li></ul> <p>Summer Term:</p> <p>As Autumn and Spring terms plus:</p> <ul style="list-style-type: none"><li>• Science</li></ul>	
<p><b>Other expectations:</b></p> <p>Daily reading – 15 minutes Recorder practice – little and often</p>	

<b>LII Prep</b>	<b>4 -&gt; 5 Preps</b>
<p>One 30-minute prep four nights per week is set. A prep-free night allows girls to complete any outstanding prep or consolidate their learning through wider reading.</p> <p>Autumn and Spring terms:</p> <ul style="list-style-type: none"><li>• Maths</li><li>• English, including spelling</li><li>• Active Reading</li><li>• Science</li></ul> <p>Summer Term:</p> <p>As Autumn and Spring terms plus additional prep on one evening:</p> <ul style="list-style-type: none"><li>• French – oral work using games/apps/songs</li></ul>	
<p><b>Other expectations:</b></p> <p>Daily reading – 20 minutes</p>	

### UII Prep 6 ->7 Preps

One hour's prep four nights per week is set which will generally cover two subjects including regular spelling and multiplication tables practice. A prep-free night allows girls to complete any outstanding prep or consolidate their learning through wider reading

Autumn and Spring terms:

- 2 x Maths
- 2 x English
- Science
- VR/French – 15 minutes preps of each (e.g. 10 min Bond tests)
- Regular spelling and tables practice

Summer Term:

As Autumn and Spring terms plus:

- History/Geography/(RS as needed) on rotation

#### **Other expectations:**

Daily reading – 20 + minutes

### LIII Prep 8 Preps

One hour's prep four nights per week is set which will generally cover two subjects. A prep-free night allows girls to complete any outstanding prep or consolidate their learning through wider reading

Autumn Term:

- 2 x Maths
- 2 x English
- 2 x Science
- History/Geography
- VR

Spring and Summer terms:

- 1 x Science
- French

LIII girls have 1 x 30 minute lesson during the school week to complete their prep.

#### **Other expectations:**

Daily reading – 30 + minutes

Regular spelling and multiplication tables practice.

Review date June 2020

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Miss N J Bartholomew  
Headmistress of the Preparatory School