



MONK'S WALK
SCHOOL

KNIGHTSFIELD
WELWYN GARDEN CITY
HERTFORDSHIRE
AL8 7NL

www.monkswalk.herts.sch.uk

admin@monkswalk.herts.sch.uk
01707 322846

Preparation for Learning

| | |
|---------------------|-----------------|
| Status: | Non - statutory |
| Reviewed By: | Headteacher |
| Date of Approval: | April 2021 |
| Date of Issue: | April 2021 |
| Policy review date: | October 2021 |
| Author: | Clare Hodgson |

Preparation for learning is an opportunity for students to practise their learning away from the direct support of teachers. Prep for learning is essential to the learning process, with the potential to build schemas and strengthen connections within long-term memory.

The aim of the Preparation for Learning Policy is to provide students with:

- the skills for learning
- greater opportunities to develop independent learning
- opportunities to practise & refine a skill or process
- opportunities to extend and apply learning
- retrieval practice to embed knowledge and 'know-how'.
- a reduction in low level learning in lessons
- a greater responsibility and growing self-regulation for their own learning

Preparation for learning is an integral part of the learning, not an add-on. It will either consolidate learning made, so that that learning can be built on in future lessons, or prepare for future learning, for example through pre-reading or research.

Students will be set a preparation for learning each week from all subjects which will become a central part of the lesson. This will ensure that the tasks set for extending the learning outside of the classroom will be useful and enhance the learning in lessons. This policy will incorporate all key stages.

The amount of preparation set:

- A minimum of one preparation for learning task set per subject, per week.
- Students in Years 7 and 8 should spend approximately 4-6 hours a week hours on preparation for learning.
- Students in Year 9 spend approximately 5-8 hours a week on preparation for learning.
- Students in Years 10 and 11 should spend approximately 11 hours a week on preparation for learning.
- Students in the Sixth Form should spend typically 15 to 20 hours per week on preparation for learning outside of school and use study time inside school.

Responsibilities

Role of the Teacher

- At KS3 all teachers will set a preparation for learning task for CORE subjects and MFL every week. Non-core subjects will set their prep fortnightly, although this may be divided over the two weeks into smaller chunks
- All prep logged on SMHW, even if completed on Teams or elsewhere
- At KS4 and 5 preparation for learning work will be set weekly
- Set tasks to embed (e.g. retrieval and spaced practice), improve, extend, and apply learning.
- Include some preparation for learning tasks that incorporate transfer of learning so students apply ideas to unfamiliar contexts. This must follow careful modelling in the classroom
- Incorporate time to discuss and use the preparation task into the lesson plan
- Supply students with information on how long each task should take
- Ensure all necessary resources are made apparent and available to students to complete the Prep task.
- Utilise technology and fast feedback strategies to scan if students have completed the work, gauge the quality of responses, identify

misconceptions, persistent errors or students who are clearly not putting in enough effort.

- routinely discuss aspects of great homework submissions (see Doug Lemov's 'Show Call')
- provide checklists of key features that should be included in certain tasks
- Follow up non-compliance using the behaviour for learning policy.
- Provide opportunities for students to catch up all missed preparation for learning.

Role of departments

- All subjects will include in the schemes of learning a preparation for learning task as appropriate
- HoDs will need to monitor the quality of the tasks being set through student interviews, work scrutiny, Show My Homework, Teams checks etc.
- Ensure consistency across the department in the setting and using of preparation for learning tasks.

Role of the student

- Value and complete the preparation task for the set lesson.
- Use the learning they have completed independently to improve their learning in the lesson.
- Look to develop and improve their independent learning skills and make the lessons a deeper learning experience.
- Catch up all missed preparation for learning tasks if a lesson is missed so they are prepared for the following lesson.

Role of parents and carers

- Providing a quiet environment for productive study.
- Checking Show My Homework/Teams and encouraging your child to complete the preparation for learning assignments on the night set to avoid work building up.
- Ensuring your child spends the suggested time on their preparation for learning.
- Encourage your child to talk about the prep set and reflect on the purpose of the task and how to improve.
- Support re-drafting or revisions to complete work that is of the highest standard. After the lesson discuss what your child has learnt to help embed the learning process and develop effective habits and study skills.
- Support the school if sanctions are put in place for incomplete prep.

Role of the SLT

- Monitor that departments have well planned preparation for learning tasks that develop students' skills across all key stages.
- Monitor the amount and level of preparation for learning set by departments through work scrutiny, Show My Homework/Teams checks, learning walks, lesson observations and discussions with students.
- Address any issues through line management of departments to ensure consistency across the school.

Prep Guidelines

The information below is intended to give guidance of how much Prep a teacher will set and when it will be set, unless they have guided the student otherwise.

| | English | Maths | Science | MFL | History | PSHCE | RE | Art | Drama | Music | Computing | DT | Geography |
|---------|--|-----------------|------------------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Year 7 | 30 mins per week | | | 30 mins per week | 20 mins per fortnight on odd weeks | 20 mins per fortnight on odd weeks | 20 mins per fortnight on odd weeks | 20 mins per fortnight on odd weeks | 20 mins per fortnight on even weeks | 20 mins per fortnight on even weeks | 20 mins per fortnight on even weeks | 20 mins per fortnight on even weeks | 20 mins per fortnight on even weeks |
| Year 8 | 35 mins per week | | | 35 mins per week | 25 mins per fortnight on even weeks | 25 mins per fortnight on even weeks | 25 mins per fortnight on even weeks | 25 mins per fortnight on even weeks | 25 mins per fortnight on odd weeks | 25 mins per fortnight on odd weeks | 25 mins per fortnight on odd weeks | 25 mins per fortnight on odd weeks | 25 mins per fortnight on even weeks |
| Year 9 | 40 mins per week | | | 30 mins per fortnight on odd weeks | 30 mins per fortnight on odd weeks | 30 mins per fortnight on odd weeks | 30 mins per fortnight on odd weeks | 30 mins per fortnight on odd weeks | 30 mins per fortnight on even weeks | 30 mins per fortnight on even weeks | 30 mins per fortnight on even weeks | 30 mins per fortnight on even weeks | 30 mins per fortnight on odd weeks |
| | English | Maths | Science Combined | Science Triple | Option A | Option B | Option C | Option D | RE | PSHCE | | | |
| Year 10 | 1 hour per week | 1 hour per week | 1 hour per week | 2 hours per week | 1 hour per week | 1 hour per week | 1 hour per week | 1 hour per week | n/a | n/a | | | |
| Year 11 | 1 hour Per week | 1 hour Per week | 1 hour per week | 2 hours per week | 1 hour per week | 1 hour per week | 1 hour per week | 1 hour per week | 1 hour per week | 30mins per fortnight | | | |
| Year 12 | 4 hours per week per subject plus independent study time | | | | | | | | | | | | |
| Year 13 | 4 hours per week per subject plus independent study time | | | | | | | | | | | | |