

# **Frederick Gough School**



## **Parent & student guide to PREP**

## **PREP**

### **What is PREP?**

PREP is short for preparation and focuses on each of our pupils developing the independent skills and qualities needed to be successful when they start their GCSE course and life in general.

This begins early in their school career so that they all know what is expected of them and experience the culture of success at FGS. PREP is about pupils taking responsibility for their own learning and is captured in our motto “Try your best, be nice and you will do well”

### **Why do we need it?**

Our aim is that PREP will provide pupils with the following skills and attributes needed to succeed at GCSE. i.e.

- tenacity & work ethic
- revision techniques
- ability to plan their own work or time
- organisation
- time management
- an understanding of some of the requirements (particularly written) in more 'vocational' options.

### **What will it be like?**

PREP will replace the traditional homework, including ‘finishing off’ tasks that may have typically been set following classwork from that day. Using our learning platform (FROG), Y7&8 pupils (Y9 in the future) will be able to access their weekly allocation of PREP. Each activity will have a suggested time allocation of 30 minutes and cover a range of subject areas. There will be a variety of activities designed to prepare pupils for their GCSEs including:

- knowledge recall, quizzes, tests
- writing development, essay based, answering questions
- reading, researching, learning key phrases, improving SPaG
- revision techniques, mind maps, Cornell notes, flash cards

### **How do students organise their PREP work?**

Pupils will be expected to organise their own time and schedule their PREP throughout the week. The calendar feature in FROG will support pupils to do this. Using this feature,

students will be able to work around their other weekly commitments, such as extra-curricular activities, in order to complete and upload their PREP work on time. All students will be shown how to do this and there are also help guides located within this document as well as on FROG should you require them.

### **How much PREP work will I receive?**

Each student in year 7 & 8 will receive approximately 3 hours of PREP work to complete each week. The table below shows an approximation of a typical work load of PREP for a block of 6 weeks.

*Typical student workload for 6 weeks of PREP:*

<b>Subject</b>	<b>Hours per 6 weeks</b>
English	6
Maths	3
Science	3
Geography	1.5
Religious Studies	1.5
MFL	1.5
History	1.5
DT hard	0.5
DT soft	0.5
Physical Education	0.5
Information Technology	0.5
Drama	0.5
Music	0.5
Art	0.5
<b>Hours Per half term</b>	<b>21.5</b>
<b>Hours per week</b>	<b>3.5</b>
<b>Mins per night</b>	<b>30</b>

### **What will success look like?**

All pupils will be ready for GCSE. PREP will have prepared the children to know how to plan and organise their time, learn independently and develop revision techniques.

School and parents will have worked together to remove any barriers to achieving this.

### **How do I receive my PREP work?**

When you access FROG there will be a tab labelled 'Assignments & PREP'. Here you will find all of your PREP assignments for the week, along with the PREP calendar to help organise your time.

Parents are also able to monitor the PREP work that has been assigned to your child. By clicking on the tab labelled 'Assignments & PREP' you will find an additional tab labelled 'My child's work', here you will be able to see what PREP tasks have been set each week and monitor whether they have been completed on time.

### How will PREP work be graded?

The outcome of the work will be graded against the success criteria that has been set. As each piece of PREP will be carefully differentiated, this allows *all* students to be successful. A 1 – 4 grade, shared directly with each student, will be used in-line with our current reporting system:

Outcome Grade	Criteria achieved
1	Excellent
2	Good
3	Requires improvement
4	Unsatisfactory

### How should I present my PREP work?

It is important that every student try their best when completing their PREP work as this will help increase their chance of success at KS4. During the first few weeks of the new academic year, each student will produce a piece of '**best effort**' PREP work within class that follows specific set criteria when relevant (see below). This will be uploaded to the student dashboard on FROG and can then be used as a direct comparison throughout the school year should a student's effort begin to decrease and to enable us to ensure your child is focussing on their improvement, not comparing themselves to someone else.

#### Presentation of work:

- The student's full name is clearly visible at the top of the work
- There is a title and date at the top
- Any hand written work must be completed in black or blue ink
- If typed, it must be proof read or reviewed using the *ABC* grammar and spelling tool
- Paragraphs should be used with capital letters at the start of a sentence and full stops used at the end.

#### Equipment:

- There is a title that has been underlined (using a ruler if hand written)
- Any subsequent subtitles are also underlined (if applicable)
- Any drawings must be completed in pencil (and using a ruler if necessary)
- Any borders (if applicable) are completed in pencil and using a ruler
- All mistakes (if hand written) are neatly crossed out

- The PREP work is neat and well cared for

#### **Working out shown:**

- When completing any mathematical and/or scientific calculations that require working out to be shown, it is neatly done in order to highlight how they have reached their answer.

#### **The amount of PREP completed:**

- This will be judged against the individual success criteria of the task set as seen in the subject presentations but we do expect pupils to spend 30 mins on a piece of PREP. If we are finding it is taking more time we may either reduce the amount of PREP given (if it is an issue whole scale) or work with your child to help them.

#### **The amount of thought/analysis/evaluation:**

- This will be judged against the individual success criteria of the task set as seen in the subject presentations

#### **How do I self-assess my own work?**

Each time a student completes and uploaded a piece of PREP they will be asked to self-assess the amount of time it has taken them to complete the work. This is a really important feature and will help us not only ensure the right amount of PREP work is being set but also help us cross reference our effort scores with your own. We are asking each student to grade his/her effort by using the following system:

<b>Grade</b>	<b>Best fit of time taken</b>
A	Approx 30 mins
B	45 mins or more
C	Between 15 and 30 mins
D	Less than 15 mins

#### **Student expectations**

- To always try their best when completing their PREP.
- To organise their own time throughout the week in order to complete their PREP on time.

- To always be honest when self-assessing the time it has taken to complete their PREP work.
- To follow the effort guidelines when completing each piece of PREP.
- To take care and pride in all of their PREP.
- To be a successful independent learner.

### **How do I receive help and support with my PREP work?**

Your teachers will help and support you with each piece of PREP work that is set. They will go through the PREP work in class to ensure that all students understand what has been asked of them. All PREP work will be in format that is easy to understand. Should a student be confused at any point they should contact their teacher direct by email e.g.

[jbloggs@frederickgoughschool.co.uk](mailto:jbloggs@frederickgoughschool.co.uk)

Each teacher's email is their first initial followed by their surname with the suffix of @frederickgoughschool.co.uk

If a student is unable to complete a piece of PREP due to not having the equipment needed or any other undue circumstance, they should contact their Learning Coordinator or Learning Coordinator Assistant (see below).

#### **Year 7**

Learning Coordinator: [npascoe@frederickgoughschool.co.uk](mailto:npascoe@frederickgoughschool.co.uk)

Learning Coordinator Assistant: [gbalderson@frederickgoughschool.co.uk](mailto:gbalderson@frederickgoughschool.co.uk)

#### **Year 8**

Learning Coordinator: [rbee@frederickgoughschool.co.uk](mailto:rbee@frederickgoughschool.co.uk)

Learning Coordinator Assistant: [jwelford@frederickgoughschool.co.uk](mailto:jwelford@frederickgoughschool.co.uk)

If there is an IT issue, or work cannot be accessed, or uploaded to FROG, IT support services can be contacted at:

[support@frederickgoughschool.zendesk.com](mailto:support@frederickgoughschool.zendesk.com)

or by simply clicking on the *IT support* icon on the top of the parent page on FROG.

### **FAQ's**