

TDAP30I

ACADEMIC PREP POLICY

Requisite: Optional			Responsible Committee: Full Governing Body		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
E	07/05/2014	Curriculum			01/05/2016
G	20/06/2018	Full Governing Body			01/10/2021
H	28/04/2021	Full Governing Body			01/10/2024
I	07/11/2022	Full Trustee Board			01/10/2024
J	06/11/2023	Full Trustee Board			01/10/2025

Terminology: *SEF:* *Self- Evaluation Framework*
 CL: *Curriculum Leader*
 SLT: *Senior Leadership Team*

- **Rationale:** The Academic Prep policy is an appendix to the curriculum policy and outlines the purpose of Academic Prep, as well as the procedures for setting, monitoring, and assessing Academic Prep. At The Dorcan Academy the setting of Academic Prep supports the development of our character virtues of personal responsibility, resilience and self-discipline and it is expected that students will demonstrate our values by seeking to Do their Best.
- **Purpose:** Academic Prep is an entitlement for all students at The Dorcan Academy, to provide them with rich learning experiences outside of the classroom environment, to develop as independent learners and to enable the embedding of knowledge and skills into long-term memory through retrieval, recall and application in different contexts. Academic Prep either builds on and extends work done in class or prepares students for new learning in future lessons. It is designed to be inclusive and accessible for all so that there are no barriers to completion. Although parents are encouraged to engage with their child’s learning, the tasks set are designed and resourced to allow for independent learning.

At The Dorcan Academy Academic Prep will largely be focused on revision and recall of subject content learned in class, supporting students to commit their learning to long-term memory and therefore enabling them to achieve successful outcomes. Each curriculum subject will issue knowledge organisers, where appropriate, that contain the core knowledge and key terminology to be learned for each unit/topic allowing equal access to all students. Students will be taught in lessons how to commit the information to memory through quizzing, note-taking and revision techniques.

Knowledge Organisers will be:

- Quizzable
- Contain core subject knowledge
- Contain key terminology

Academic Prep expectations vary depending on the year group and the frequency that subjects appear in the curriculum; students will have a minimum of one week to complete each subject’s Academic Prep assignment. In setting this policy we seek to ensure the wellbeing of our students, allowing plenty of time for extra-curricular activities, relaxing and a good night’s sleep.

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In Years 7 and 8 Academic Prep will take the form of either:

- 1) Quizzing and revision using the Knowledge Organiser
- 2) A piece of reading – either pre-reading on a topic that is going to be studied, academic reading related to the subject or reading for pleasure (Accelerated Reader book).
- 3) Use of an online platform – e.g. SPARKS (Maths); Seneca (Science); Carousel (English, History)

Years 7 and 8

- Year 7 will have two (or at the most three) subjects set each evening with each subject taking approximately 20 minutes to complete and in Year 8 approximately 30 minutes.
- To support students in transitioning from Year 6 to 7, no Academic Prep will be set for the first two weeks of Year 7 building up to just the Core subjects (English, Maths and Science) for the first term. By Term 2 all subjects will be set spread out over a fortnight as follows:

Years 7 and 8		
Academic Prep set weekly	Academic Prep set fortnightly	Other
English	Geography	PE (once every short term)
Maths Sparx (will take 30 mins)	Religious Studies	Dance and Drama (once every short term)
Science	French and Spanish	Skills for Life (PHSE) – once every short term
History	Music	
	Art	
	Design & Technology	
	Food and Nutrition	

Year 9

- In Year 9 as well as revision and recall Academic Prep (as in Year 7 and 8), one out of every two Prep assignments set may be a written piece. Students will be set two (or at the most three) pieces of Academic Prep a night of between 30-45 minutes on each subject.

Year 9		
Academic Prep set weekly	Academic Prep set fortnightly	Other
English	Religious Studies	PE (Once a term)
Maths		Skills for Life (Once a term)
Science		
History, Geography		
Languages		
Music, Drama, Dance, Art, DT, Food and Nutrition		

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Years 10 and 11

- In Years 10 and 11, Academic Prep will be set weekly for all GCSE full course subjects and once a term for Religion and Worldviews. Prep will consist of a blended approach of revision and recall and/or a written piece or examination question focus (if there is an exam-based component). Students will be set two pieces of Academic Prep a night of between 45 – 60 minutes on each subject.

Academic Prep is set via an online platform: epraise.co.uk indicating the date the task is set and the deadline for completion (at least a week). There will be an Academic Prep timetable indicating which night each subject will be set and teachers will set tasks based on what will lead to the most successful outcomes for students. Where revision is set, to aid retention, it is recommended that students revisit their learning in shorter intervals during the week, mixing up their subjects, rather than doing all the revision for a subject on one night. Students will be taught how to do this by their teachers. Reasonable adjustments and tailored tasks may be set, where appropriate, for students with special educational needs and additional tasks are available for students who wish to stretch themselves further.

The academy operates an Academic Prep club every evening in the library where students can use the facilities and receive support from qualified members of staff. If your child is experiencing difficulty in completing Academic Prep they should see their tutor in the first instance. In addition, the Raising Aspirations Lead and the SENCO, are available to support students as needed.

Academic Prep will be tracked rigorously and assessed by the subject teacher, and students will be provided with appropriate feedback. Feedback may be verbal, following a Do Now Activity at the start of a lesson, through a peer review or written comments from the teacher. If Academic Prep is being set using an online platform, teachers will be able to view the scores achieved by students in the tasks set.

Students will be rewarded for completion of Academic Prep with House points. Where students submit an excellent piece of Prep, they will be entered into a prize draw to win Amazon or Cinema vouchers on a half termly basis. Subject teachers will clarify what is acceptable in terms of completion and what constitutes an excellent piece, for inclusion in the prize draw.

Failure to complete Academic Prep will result in a one-hour Central detention. Failure to attend detention will result in a day in the reflection room with a 4pm finish. Parents will be reminded of the purpose and benefits of independent learning and its impact on achieving successful outcomes and the consequences of failing to work hard and do their best, via a phone call, letter or requested meeting. The Academy will support students and parents to remove any barriers to completion.

Academic Prep will be reported on separately as part of our reporting cycle using the criteria set out overleaf.

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Blue (Beyond)	Green	Amber	Red
<ul style="list-style-type: none"> Often exceeds Academic Prep expectations. Revises extensively and plans effectively. 	<ul style="list-style-type: none"> Academic Prep is always completed to a good standard. Revises regularly and thoroughly. 	<ul style="list-style-type: none"> Academic Prep may not always be fully completed on time or to the required standard. Revision may be inconsistent. 	<ul style="list-style-type: none"> May fail to complete Academic Prep or complete to a poor standard. Often misses deadlines. Completes little or no revision

• Monitoring

It is the responsibility of the SLT Curriculum Area Line Manager to ensure that the Curriculum Leader is acting to make sure that Academic Prep is set according to school policy. Curriculum Leaders are to share the Academic Prep criteria and schedule with their teams to build consistency and clarity of expectations of quantity and quality. All teachers are required to keep their own Prep trackers to monitor completion across their classes. These can be kept on E-Praise and training will be provided to support staff in this tracking. They will be monitored by the Academic Prep Lead.

• Evaluation

The Academy will consider the views of students, staff and parents when evaluating Academic Prep and these will form part of the Headteacher's Report to Trustees.

• Revision Notes

Rev A	original
Rev D	Considered and approved by Curriculum Committee on 12/12/12 and ratified by Full Governing Body 23/01/13
Rev E	Considered and approved by Curriculum Committee on 07/05/14 and ratified by Full Governing Body 21/05/14
Rev F	Considered by Governors on 19/10/2016 and final approval and Full Governing Body meeting on 16/11/2016
Rev G	Considered and approved by Full Governing Body meeting 20/06/2018
Rev H	Considered and approved by Full Governing Body meeting 28/04/2021
Rev I	Considered and approved at Full Trustee Board meeting November 2022
Rev J	Considered and approved at Full Trustee Board meeting November 2023

Appendix I

The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies.

- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Additional Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy, Confidentiality, Information Sharing and Data
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters.