



**Royal Alexandra and Albert Junior School**  
**Prep Policy 2019 - 2020**



### **Times**

- All students will be expected to **read** and work on their **spellings** at least 5 times per week; these will be set and checked on a **Monday**.
- In addition to this, **Literacy prep** will be set on a **Thursday** and **due** in on a **Monday**, and **Mathematics prep** will be set on a **Tuesday** and handed in on a **Thursday**.

### **Quality of Prep**

- The prep should be completed in neat and tidy handwriting in their prep book.
- The prep should be of high quality and students should make every effort to complete it as well as possible; it should take no longer than 30 minutes per piece of homework.
- Parents, guardians or house staff should sign the prep sheet to indicate that the prep has been checked by them and note if there were any issues completing the prep.

### **Reading**

- Reading is encouraged every day for all students. Pupils must read at least 5 times a week.
- Year 3 and 4 students should be heard reading by parents (Day Boarders/Day pupils) or a member of the boarding staff (Boarders). The text should be discussed.
- Year 5 and 6 students are expected to read 5 times per week. We strongly recommend that students are heard reading to parents and/or boarding staff a minimum of 2 times per week.
- Pupils should summarise any pages read independently in their reading records.

### **Spellings**

- Children will be assigned new spellings on a Monday, when the previous weeks' words are tested and completion checked by the teacher.
- Tests will consist of the words set that week and a variety of words from previous weeks so children need to continue practising all spellings.
- Children are expected to practise their spellings nightly.

### **Incomplete Prep**

- If Prep is incomplete with no reason given by parents/houseparent, children will be required to complete the set prep during break times of their class golden time.
- If for any reason your child is unable to complete their Prep please inform the teacher with a brief note.