

**ST COLUMBA'S
CATHOLIC COLLEGE**



ACT JUSTLY

LEARNING PREPARATION POLICY

Other Related Documents:

- STCCC Curriculum Policy
- STCCC Student Management Policy

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Rationale:

Learning is a life-long process and children can benefit when families and schools work in partnership. At St Columba's we value the active support and involvement of parents in the education process.

Too frequently, learning preparation is perceived to be *something that a child does for their teacher* or *something they do to avoid trouble*. Yet learning preparation's intrinsic value lies in what it can do to foster the skills and discipline of the individual. In other words, learning preparation should be *something you do to improve your learning*.

We encourage learning preparation from the moment students enter the College.

Aims:

Regular learning preparation for every subject plays an essential role in a student's learning and personal academic progress. Learning preparation should be tailored to meet the ability level and needs of the student.

Learning preparation assists in the development of skills in:

- personal organisation
- time management
- independent learning

Learning preparation provides students with opportunities to:

- Reflect on the day's learning, prepare for the next lesson, familiarise themselves with content to be covered.
- Undertake extension work.
- Practise essential subject specific skills.

Learning preparation provides parents with opportunities to:

- Monitor their child's progress
- Share the feedback that has been given in relation to their child's learning
- Engage with their child's learning

COMPOSITION OF LEARNING PREPARATION

"There is no learning without thinking"

Ideally, a considerable proportion of learning preparation should be the responsibility of the student, or students will never have the interest, motivation or discipline necessary to cope with the inevitably increasing load as they progress through secondary and tertiary education.

Learning preparation assists students in consolidating and reinforcing the daytime learning through reflection, skill development by repetition and review. Thereby, students gradually internalise learning until real understanding occurs through students working independently on tasks. Learning preparation greatly assists students in improving their basic literacy, numeracy and ICT skills in order to make possible brighter educational futures.

Learning preparation needs to be clearly structured and directed at achieving clear goals. Students need to be instructed to write their learning preparation tasks in their **Student**

Diary before the close of each lesson. Good patterns of study behaviour are developed through regular learning preparation routines. The learning preparation required will differ in type, depending on the subject, but should always be purposeful and obviously integral to the steady completion of the learning program in all subjects.

Amount of Learning Preparation

As part of our whole school practice, the teacher will set the learning preparation as per the table below.

- **Parents should ensure that their child does not exceed the allotted time for each subject.**
- **If a student is unable to complete the learning preparation in the allotted time, then the parent/carer should write a note in their child’s diary to that effect.**
- **If a student has spent the allocated time for that subject but has not been able to complete the set work, a parent/guardian is to sign the student’s diary to that effect.**

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
10 minutes per period of that day.	10 minutes per period of that day.	15 minutes per period of that day.	20 minutes per period of that day.	Approx. 30 minutes per subject.	Approx. 30 minutes per subject.
Max. of 60 minutes of Learning prep each school day.	Max. of 60 minutes of Learning prep each school day.	Max. of 90 minutes of Learning prep each school day.	Max of 120 minutes Learning prep each school day.	As a suggestion – 4 x 30 = 120 minutes of Learning prep each day including weekends.	As a suggestion – 4 x 30 =120 minutes of Learning prep each day including weekends.

Teachers may set different learning preparation tasks for different class members.

- For students in Years 10, 11 and 12 this includes further study, extended reading, research and work on assessment tasks.
- **During ‘assessment free’ periods, study for examinations will be the main form of learning preparation for students in Years 11 and 12.**
- Teachers must make sure that the Learning Preparation set can be done in the allocated time.

Learning preparation will be checked as part of the lesson.

Step 1 of the Student Management Plan as applied to failure to complete learning preparation is as follows:

- Subject teacher conducts his/her OWN recess or lunchtime detention to enable completion of learning preparation and records the non-completion of learning preparation in the student diary.

OR

- Bag Duty with date for completion of the learning preparation. Students who repeatedly don’t complete learning preparation (3 times in a 10 week period) will be issued with an afternoon detention by their classroom teacher (this is in line with Step 2 of the Student Management Policy)

OR

- (iii) If the student already has a learning preparation detention recorded in their diary for that day, the subject teacher will record the non-completion of learning preparation in the student diary (and on Compass student name, select pastoral incident and complete relevant details) and give the date for learning preparation completion. Should this not be completed, the student will proceed to Step 2 of the Student Management Plan.

OR

- (iv) **Student must complete all set learning preparation tasks.**

A student who fails to attend a recess/lunch detention will move to Step 2 of the Student Management Plan immediately. (This plan is outlined in the Student Diary.)

OR

A student who fails to complete learning preparation three times per term in a particular subject will then move to Step 2 of the Student Management Plan.