

Homework (Prep) Policy – Prep School

September 2026

To be renewed September 2029

Homework, known as “prep” at CCCS, is an important aspect of the triangular relationship between pupil, school and parent. It is designed to develop and reinforce what has been learned in class, as well as offering each pupil an opportunity to take some responsibility for his own learning process.

Prep Content

Prep is designed to be a meaningful response to what has been learned in class, or a task to enable the pupil to prepare for the next lesson. It might be a continuation of work started in class, work to reinforce knowledge and practise skills, or the chance to respond in a new way to what has been learned.

Each form has a timetable showing which subjects set prep on which nights. In Years 3 and 4, prep is set in both English and Mathematics, with one activity being set per day. In Year 5 and above, prep widens to include a wider range of subjects, with either one or two subjects’ work being set each day.

Prep activities should take up to half an hour per piece set, so that a boy may expect to do about an hour of prep per night, though he might need to do less depending on the task.

Prep activities may come in a variety of forms, including writing in an exercise book, completing a worksheet or doing an activity online.

Communicating Prep

All prep should be written clearly by the pupil in his Prep Diary. Teachers and form tutors support the pupils to do this. Pupils who miss a lesson where prep is set are asked to copy the prep from a friend, and form tutors make sure they have time to do this.

Sometimes, the task needs to be explained in more detail than a pupil can write in his diary, so the explanation may be printed on a worksheet or distributed through Microsoft Teams. In this case, the pupils will be shown how to access the explanation by the teacher, and they will write in their Prep Diaries where the explanation is.

Completing Prep

Each piece of prep is set with at least two nights permitted for completion, so that pupils who are busy (e.g. with choir commitments) can find time to do it. If a pupil is still unable to hand in the prep on time because of outside commitments, they are encouraged to speak to the teacher in advance or to complete it during break or lunch time.

If a pupil misses a deadline, they will be asked to complete the prep during break or lunch time at school. If a pupil is regularly late handing in prep, his form tutor will contact his parents.

Teachers endeavour to explain prep clearly and to set tasks of the right level of difficulty and duration. If parents are unsure what their sons need to do, or if they are concerned about how difficult or how long a piece of prep is, they are encouraged to contact the teacher.

If a piece of prep takes longer than the allocated half an hour, it is permissible for parents to write the time taken on the work and sign it, and for the pupil to stop, although he may continue and complete the work if he wishes.

Prep Time in School

Boys in the prep school are able, if they and their parents wish, to stay at school to complete their prep. Prep time is open from the end of school until 6.00pm and parents can collect their sons at any point during that time. There is no charge for the supervision, although there is a small charge to cover a snack.

At the beginning of prep time, pupils are given a snack and a short break outside. By 4.30pm they are asked to start their prep by opening their Prep Diaries. They complete their prep tasks under the supervision of the teacher in charge, starting with any tasks which do not involve technology to avoid distractions. If they finish all their prep tasks to a good standard before their parents arrive, pupils are asked to read a book.

Cathedral choristers have allocated time to complete prep on Mondays and Wednesdays after school, and their prep time follows the same pattern as that for day boys. Full choristers take part in a further prep session on Saturdays, supervised by boarding staff.