**Out of school provision**

### Development activities (DA)

**Purpose of activity**
These activities are designed to develop/extend students’ subject knowledge.

**Frequency and quantity of work set**
These tasks are set by each department/faculty independently. The amount of work set is at the discretion of each department and may take into account factors such as curriculum time allocation.

**Consequences**
There are no whole school consequences for not completing these tasks. Staff can chase up these tasks and set their expectations with students.

**Will the work be marked**
If students complete a development activity and it is appropriate to do so then the work will be marked by staff.

**How will work be set.**
Work will be set on cloudnine and in lessons. It will be up to departments to determine how this will happen e.g. one activity for each year group or different activities for each set. Where appropriate hard copies of resources and activities will be provided in lessons. Each department will have an area on an "out of school provision" tab on cloud nine and parents will have access to this.

**Access to ICT facilities**
Not all development activities will require ICT facilities and the tasks will be set in lessons as well as on cloudnine. The library is open every evening after school should students want to use facilities at school.

**Types of task set**
It will be up to curriculum leaders to agree with APPs on the types of task to be set. Curriculum leaders and experts are responsible for ensuring that appropriate tasks are set for each year group. E.g. Online questions, reading, activity sheets, my maths ....

### Exam preparation activities (EPA)

**Purpose of activity**
These activities are designed to provide students opportunities to demonstrate their understanding of previously taught material. This is not just making revision notes and should not replace the revision students complete independently. Students must complete these activities.

**Frequency of work set**
- **KS3 - EPAs** will be set twice a year, both prior to the trust wide assessments. Tasks will be set by all departments who have a written exam in this period. All tasks will be set four weeks prior to the assessments and student will have this time to complete all of the tasks that are set.
- **Y10 - EPAs** will be set once a term. It will be up to departments to determine when the activity will be set and the time students have to complete this. Work must be handed in by students by the end of the term.
- **Yr11 - EPAs** will be set each half term. It will be up to individual departments to determine when the activity will be set and the time students will have to complete this. Work must be handed in by the end of each half term.

**Consequences**
- In the first instance there will be no B3’s for failure to complete these activities, this is because we want students to do these tasks for the right reasons. APPs and achievement leaders will share the expectations for these activities in assemblies. Staff teachers are required to chase up work that has not been handed in and then mark whether students have completed the work or not on a central progression log. This will then be monitored by ALs and the senior team to determine the best course of action.

**Will the work be marked**
Yes - KS3 and KS4 tasks should be due at different times to reduce staff workload.

**How will work be set.**
Work will be set on cloudnine and in lessons. If appropriate resources will be given out in lessons. The completion date will be set by departments for KS4 students, but must be at the end of the half term or term that it is set in. These tasks will be set on the out of school provision tab on cloud nine.

**Access to ICT facilities**
Not all EPAs will require ICT facilities. The library is open every evening after school should students want to use facilities at school.

**Types of task set**
It will be up to curriculum leaders to agree with APPs on the types of task to be set. Curriculum leaders and experts are responsible for ensuring that appropriate tasks are set for each year group. These tasks will require students to apply previously taught material as a part of their exam preparation process or prepare for upcoming lessons. E.g: past exam papers, read source material for upcoming lessons, make revision resources.
Frequently asked questions

Q: How will we share our expectations for EPAs with students?
A: This will be done by AL and APP, it is not about punishing students for not completing activities it is about developing an ethos in the school that: exam preparation = success.

Q: Who will monitor the quality of work set?
A: CEs and CLs

Q: What volume of work should be set?
A: At KS3 no more than 1 side of A4 of answers, as all of their activities will be due in a four week period. At KS4 departments need to consider the volume of work and how long is given to complete this.

Q: Is this all of the revision students are expected to do?
A: NO!!!! This is just to ensure students do at least some revision. The hope is to also develop a positive ethos to exam preparation with in the school.

Q: Can you give examples of EPAs that could be set at KS3?
A: Test questions, mind maps, an extended piece of writing etc

Q: Can you give examples of EPAs that could be set at KS4?
A: Exam questions, past papers, extended writing, scaffolded revision materials etc

Q: Can the reward system be used?
A: Students should not be rewarded for completing work, however, they can be rewarded for the quality of work produced. Exceptional pieces of work will be displayed on an achievement board in Warwick

Q: Will this increase my monitoring and evaluation work load?
A: This is soft monitoring and evaluation, CL, APP and CE just need to ensure through conversations that appropriate work is set at the right time.

Q: Will this increase my marking load?
A: No: work can be stuck in books and marked in place of book marking, work could be marked by students when reviewing in class.

Q: How will parents be informed of activities, deadlines etc?
A: Cloudnine, website and twitter.

Q: Do I have to record whether a student has completed their EPA?
A: Yes these will be checked by AL and senior team after each assessment period for yr7,8 & 9. For year 10 and 11 they will be checked at the end of each EPA period.

Q: Who will take the overall lead for the development and implementation of this policy?
A: Ben Lumley

Q: How will students learn how to revise independently?
A: This will be developed by AL, but not just in yr11