



# PERFECT YOUR 'PREP'

## The aim of 'Prep' (preparation) is to:

- actively learn key knowledge needed in the next taught lesson
- enable more active participation and application of knowledge in class
- aid the transfer of knowledge from short term to long term memory
- enhance learning and revision techniques to facilitate future success

## Prep is completed every day:

- for each of the 5 lessons taught the following day
- **5 x 15 min for Y7,8 & 9**
- **5 x 20 min for Y10 & 11**

## Reading



- Reading alone improves fluency and familiarity but not understanding or transfer to the long term memory. Long term recall is poor.

## Active learning requires testing



- When the **memory is challenged** and the brain works hard, learning improves
- Transfer to the long term memory requires **repetition and recall practice**
- **Interleaving** (mixing) short bursts of different topics keeps the brain engaged
- **Spacing** (leaving time) between practice for the same subject consolidates knowledge and makes recall more fluent (=learning).

## Prep Book

- **Date and Title** each piece of work
- **Rule off** each different subject prep
- Use your **purple pen** to make **corrections**
- Have your prep book out and open at the start of each lesson.

## Recording Prep

- Each day in your **planner** will have 5 subjects labelled to match your timetable for that day
- Briefly outline the task set e.g. numbers from **Knowledge Map**, Worksheet, Online test etc.
- Annotate your Knowledge Map to show learning points covered
- Have your planner out and open at the start of every lesson

## How to do 'Prep'

- The following methods are active learning strategies that will help you perfect your prep.
- **Always start with Read, Cover & Write**, then choose a **self-testing** technique to check your learning
- Always **correct** with your **purple pen** to highlight to your brain the learning that needs further work



## Read, Cover & Write

- **Read** each point out aloud (no more than 5 minutes in total reading)
- Cover up the text and **write out** the text (just the first point)
- Check your writing and use **purple pen** to **correct it**
- Repeat with the next point until all have been tested
- Now re-read the whole list
- Choose one of the techniques for a final **self-test**
- **This section should take 10 minutes (2/3 of your time)**

## Self-Testing Strategies – in your prep book

- Write out as much of the total as you can without looking at Knowledge Map
- Ask someone to ask you questions, write the answers in your prep book
- Write yourself some questions in your prep book, then answer them
- Write a list of keywords in your prep book, then write a full sentence to explain them
- Write a list of answers, then write a question to match it
- Write out part of the sentence leaving gaps, the fill in the gaps.



## Other Strategies

- **Flashcards** – write definitions, questions on one side and the answer on the other. Test yourself or ask someone to test you – like Mastermind!
- **Record** yourself asking questions, then playback and answer
- **Card sort** – write definitions/questions on pieces of paper and the answers on a different piece. Match the pairs or turn all face down and try and memorise where the right answers are in order to pair them