

## Prep and Activities – registration and expectations

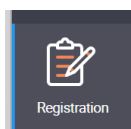
Summary – please use the correct time slot for both Prep registration and for activities.

### Afternoon activity register

- Go to the relevant register slot (A/P1 or A/P2) on iSAMS and click **Yes** for all pupils who are physically in your activity;
- There is no need to mark pupils as absent when they leave at the end of your activity.

### Afternoon taking a prep register (16:30 onwards)

- To have multiple year group registers open, hold down 'Ctrl' and click the 'Registration' module.



- Go to the relevant register slot (A/P1 or A/P2) and select the desired Year Group;
- Click **Yes** for all pupils who are in prep with you, ensuring that you have accounted for all boarders (boarders will have their Boarding House listed by their names in the register);
- If a Y7-8 and Y9 on Tue, Thu & Fri pupil leaves prep to go home **during prep** and prior to 17:10, change the register to 'NO' and in the drop-down menu select SO-Signed Out;

- Click on the 'Leaving Early' icon (arrow with a door) and type in the time the pupil has left to go home;

- There is no need to mark pupils in Y7-8 and Y9 on Tue, Thu & Fri as absent when they leave after 17:10 and when Boarders return to Bartlett;
- For pupils in Y9-10 when they start prep at 17:10, please register as above; there is no need to mark their time of leaving.
- If a Boarder in Y7-Y10 is not in prep nor an activity, please inform School Office asap.

### Prep Expectations

- Prep is a time for pupils to get on with work so please try and enforce silent work where possible or an atmosphere that is conducive to study and where pupils are focused on their work;
- Pupils in Y7-10 have the option of using a laptop/device for work and research. However, this needs to be closely monitored to ensure that the devices are being used appropriately for study purposes; you could consider changing the layout of the classroom to enable ease of supervision or moving around on occasion to check appropriate use of technology.

### End of Prep Staff Expectations

- The Staff member on duty should ensure as pupils leave prep, they leave their workspace tidy.
- At the end of prep, the Staff member should walk around the classrooms used for prep in School House or the Library, shutting all windows, ensuring the rooms are left tidy with desks returned to their normal position and the lights switched off.