



St Mary's School
C A M B R I D G E

Revision Surgery Policy

2016-2017

Rationale

It is the School's responsibility to ensure that every reasonable step is taken to prepare students for public examinations. While it is expected that the content of the courses will be covered in timetabled lesson time and that these lessons will also provide some structured revision, many students look for additional support and guidance as they prepare for public examinations. Departments may meet this need through organising revision sessions. This is standard practice in many schools, particularly in the independent sector, and can play a valuable role in assisting pupils, (particularly those who have missed parts of the course and those who have found parts of the course difficult), in raising grades and in raising pupils' confidence.

Roles and Responsibilities

Every Head of Department should ensure that the teaching of exam courses is completed in a timely fashion, giving the students opportunity to revise and to practise past exam papers in class. When writing schemes of work, teachers should take into account that a certain number of lessons will be missed throughout the year because of days of reflection and other whole-school activities, and by individual students because of illness, medical appointments and music or speech lessons. This should be factored into planning so that the courses can be completed despite these inevitable interruptions.

It is also the responsibility of the Head of the Department and the subject teachers to ensure that sufficient materials are made available to their students to revise from, and that the teachers are contactable by students throughout the examination period, whether by personal contact, email, or St Mary's Online.

Beyond this level of support, no department should be under obligation to provide revision surgeries, but many may wish to offer a surgery of some kind.

It is the responsibility of the student to catch up work she misses through absence, although in some cases she may need to be supported by her tutor and/or subject teacher in doing this. The student is encouraged to take responsibility for her own revision programme. The Head of Year 11 and the Head of Sixth Form are actively supportive of this.

Teachers arranging lunch-time revision surgeries should allow students to eat their lunch during the lunch hour either before or after the session. They should not distribute early lunch tickets indiscriminately, bearing in mind that the older girls have priority lunch in any case and with thought for the impact early lunch tickets these have on the smooth progress of the lunch queue. They should finish the session in time for girls to attend registration promptly at 1.45pm, and factor in travelling time from the Art Block or to the Sixth Form Centre.

Teachers taking revision sessions after school should take a register of students attending and have a member of the group take the register to Reception.

Procedures

Revision surgeries may take either the form of taught sessions at lunchtimes, before or after school, or alternatively informal drop-in surgeries, where pupils are invited to bring queries to the teacher at a given time. The programme of study may be set by the teacher, or topics may be taught at the request of the students, according to their need. This provision is usually offered from January or February for exams sat in the Summer Term.

Attendance at revision surgeries should in almost every case be optional for the student. In some circumstances, such as a pattern of excessive absence or where a student has struggled to understand parts of the course, attendance should be strongly encouraged. Only in very exceptional circumstances should attendance be made compulsory.

Where attendance at a revision session is strongly advised or compulsory, the teacher and the student should be mindful of the student's other commitments, such as her membership of a musical ensemble or sports team and her need to eat lunch during the lunch hour. If a student is urged to attend surgeries in several subjects, it would be advisable to discuss the situation with the student's tutor and with her parents, to establish what would be reasonable expectations of the student's time. If there is a danger that the student will be over-committed, then the teacher should consider other methods of helping the student.

Review of Policy

Person Responsible: Senior School Deputy Head (Academic). This Policy will be reviewed by the Governance Committee of the Governing body in September 2017.

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