

2.1 The Policy for Teaching and Learning

2.1.1 Teaching and Learning

2.1.1.0 Sussex House Year Group Names and Mapping to corresponding National Curriculum (NC) Years

The following table outlines how Sussex House nomenclature for year groups maps to the National Curriculum equivalents:

Sussex House	NC Equivalent
II Form	Year 4
III Form	Year 5
IV Form	Year 6
V Form	Year 7
VI Form	Year 8

2.1.1.1 Introduction and Aims

Teaching and learning are the core functions of Sussex House. The attitude to teaching and learning reflects the ethos of the school and is underpinned by relationships between the staff and pupils. Successful teaching and learning rely on a clear understanding of the curriculum and its organisation, and the expectations that staff, pupils and parents have of each other.

Teaching is based on a curriculum which, while meeting the requirements of the Education Reform Act and the National Curriculum, aims to be broad, balanced and stimulating, giving all pupils the opportunity to discover their particular strengths and instil a lifelong love of learning.

This policy lays the foundations for the whole curriculum, both formal and informal. It outlines the aims, principles and strategies for teaching and learning at Sussex House – the same strategies which underpin the work and purpose of all that goes on within the school.

Sussex House values the importance of equality, diversity, and inclusion, and these values are carefully considered and integrated into the curriculum. Through enriching teaching and learning with diverse perspectives, pupils hone skills of critical analysis and reasoning. They are also taught to embrace sensitivity of thought, ultimately helping them to develop both a deeper understanding and cooperative skills vital for academic and personal development beyond the confines of the school.

Through this approach, we also aim to uphold and promote British Values as outlined in the Education (Independent Schools Standards) Regulations 2014 and the Counterterrorism and Security Act 2015.

At Sussex House, our primary aim is for our teaching to successfully promote effective learning and meet the needs of individual pupils.

Our aims are that all pupils will:

- Enjoy their learning
- Develop an enquiring mind and a thirst for knowledge
- Achieve their potential in terms of academic and physical achievement
- Be provided with opportunities to develop social, moral, cultural and spiritual (SMSC) awareness
- Develop a responsible and independent attitude towards their work
- Be confident in their abilities and their approach to the unknown

- Be tolerant, considerate and understanding of the needs of others
- Develop an understanding of their role in society and respect the rights, views and property of others

2.1.1.2 Principles of teaching and Learning

We believe that children learn successfully:

When teachers

- Have high expectations of each child
- Recognise that pupils learn in different ways and at different rates
- Provide a wide variety of stimulating and challenging learning experiences differentiated to their pupils' needs and learning styles
- Evaluate pupils' work positively with constructive advice
- Ensure that work throughout the school reflects the pupils' culture, gender, background and environment
- Enrich their subject curriculum with diverse learning content and experiences

When pupils

- Understand the purpose of the task and what is expected as a learning outcome
- Are encouraged to think for themselves and take an active part in the learning process
- Are sufficiently challenged and stimulated
- Know that mistakes are an acceptable part of learning and they are confident about seeking help
- Have time to reflect on and evaluate their own and peers' work with sensitivity
- Have time to practise their skills including those involving co-operative work

When the whole school community

- Ensures that pupils' self-esteem and ability to be independent are developed
- Ensures that there is mutual respect between the pupils and the adults within the school
- Ensures that there are boundaries established for appropriate behaviour
- Understands that teaching and learning is a process of co-operative team work between home and school
- Ensures that resources are appropriate and accessible

2.1.1.3 Strategies for Teaching and Learning

The emphasis of teaching and learning at Sussex House is on encouraging pupils to become independent and critical thinkers who can increasingly take control of their own learning with confidence.

Thus:

- A variety of learning styles are used, including independent and collaborative working
- Open-ended questioning and research is encouraged
- Investigative and problem solving work is common
- Children are encouraged to discuss their work and communicate their findings in a variety of ways
- Opportunities are provided for children to become involved in decision making

Pupils with special needs (including the most able) are taught within the classroom with planned activities appropriate to their needs and extra support where necessary. The school's Learning Support Staff are available to give advice, to assess any pupil who may be giving rise for concern and to give targeted intervention lessons to certain pupils (see Section 2.7 Learning Support Policy).

Homework ("prep") is considered to be a vital element of the teaching and learning process and is given throughout the school (see Section 2.1.3 Homework Policy).

2.1.1.4 Planning

This is a process in which all teachers are involved, where:

- The foundation for all curriculum planning is the Common Entrance syllabus and the National Curriculum
- Regular staff meetings are used to discuss various aspects of the curriculum and ensure consistency of approach and standards
- Policies and schemes of work for individual subjects are developed by Heads of Department (in collaboration with the relevant teaching staff).

Heads of Department

- Take the lead in policy development and the production of schemes of work designed to ensure progression and continuity in their subject throughout the school
- Support colleagues in their development of detailed work plans and implementation of the scheme of work, and in assessment and record keeping activities
- Take the responsibility for the purchase and organisation of central resources for their subjects, in consultation with the Headmaster and the Director of Studies
- Are expected to keep up-to-date with subject-specific and assessment updates by wider reading and attendance at relevant courses

2.1.2 The Curriculum

The curriculum at Sussex House is designed to fulfil each boy's potential as well as to prepare each boy for entry to his next school. It will enable him to use his talents to the best of his ability, and be a well-rounded contributor to Senior School life and beyond. While each subject follows a syllabus largely governed by the requirements of Common Entrance, it is recognised that boys at Sussex House are often able to reach a standard well above this. Where appropriate, boys are prepared for entry to Senior Schools via a Scholarship examination pathway.

The curriculum is broad and balanced, providing opportunities outside the academic sphere, with outstanding opportunities in music, drama, art and sport.

The table below shows the weekly lesson allocation by Year Group at Sussex House:

Weekly lesson allocation for subjects at Sussex House

Subject	II Form	III Form	IV Form	V Form**	VI Form	VIS Form (Scholars) ***
English	6	5	6	5	6	6 (+1 extension lesson for non-Greek pupils)
Maths	5	6	5	6	5	6
Science	4	4	4	5	5	5
French	3	3	4	4	5	5
History	2	2	2	2	2	2
Geography	2	2	2	2	2	1+Prelude
Latin	0	1 (Myths)	3	3	4	4
RS	1	1	1	1	1	1
ICT	1	1	1	1	1	0
Art	2	2	2	2	1*	1*
Music	2	1	1	1	1	1
Touch typing	1	0	0	0	0	0
Reasoning	0	1	1	0	0	0
General	0	1	0	0	0	0
PE	3	3	2	2	1	1
Games	2 sessions	2 sessions	2 sessions	2 sessions	2 sessions	2 sessions

* Sixth Form Art periods include an additional Prelude period.

** The Fifth Scholarship set operates in English, Mathematics, Science, French and Latin.

*** Where boys are required to select scholarship options for their senior schools, individualised timetables operate.

Optional Greek sessions operate before and after school in the Fifth and Sixth Forms

Prelude sessions are also used for PSHE, Church, Reading, Form Periods and to allow extended periods for Sixth Form Art. The school timetable gives exact details of these.

2.1.2.1 Departmental Documentation

Subject curriculum documents are published separately. They follow, and go beyond, the requirements of the National Curriculum and the Common Entrance Syllabus.

Each Head of Department, under the supervision of the Director of Studies, is responsible for keeping the relevant curriculum documents up to date. These consist of a statement of introduction followed by a 'Syllabus Synopsis' which contains a list of the members of staff that teach each form, the number of periods and preps per week, the text books and materials used in teaching, and a broad outline of the topics covered in each year group. The syllabus synopses are sent out to parents at the beginning of each Michaelmas term.

The rest of the curriculum document consists of a matrix giving more detailed information about when a topic is covered and the materials used to cover that topic. The matrices are designed to show how various topics in a subject are advanced and built upon through the five years that a boy is at Sussex House.

Syllabus synopses are designed to inform parents and others of the aspects of the Curriculum which will be covered in any one class in any given year. A synopsis of the curriculum is sent to the parents of all boys early in the Michaelmas term so that they have a clear idea of the staff's teaching intentions.

The documents are updated annually by all members of the teaching staff under the direction of Heads of Departments and overseen by the Director of Studies.

2.1.3 Homework Policy

Homework ("prep") is set each day, other than the first day of term, Half-Term (except for the 5th and 6th forms) and the last four days of term. During school examinations there are Revision Preps.

The homework programme is as follows. All durations are suggested lengths of time:

2nd Forms: One daily prep and two weekend preps. 30 minutes each.

3rd Forms: One prep on Mondays and Wednesdays, 40 minutes each.
Two preps on Tuesdays and Thursdays, 30 minutes each.
Two weekend preps, 40 minutes each.

4th Forms: Two daily preps, 30 minutes each.
Three weekend preps, 40 minutes each.

5th Forms* Two daily preps 30, minutes each
Four weekend preps, 40 minutes each

6th Forms* Two daily preps, 45 minutes each.
Three preps of 45 minutes on Wednesdays
Three weekend preps, one hour each.

* There is an additional prep per week for those studying Greek.

Homework is done at home by the majority of boys. However, the school also operates 'Homework Clubs' for those who prefer to complete their homework in school: these operate for the 2nd Form on Mondays and Wednesdays from 3.25 – 4.00 p.m., and for the whole school each day from 4.00 – 5.00 p.m.

2.1.3.1 Homework Diary

All boys have a prep diary, which they should keep in a jacket pocket. Homework should be carefully written in the book and any important messages for parents such as the time of a return match or trip the following day. The Form Teacher signs all prep diaries during Form Time. Boys are expected to have their prep diary signed by parents. Homework tasks are also logged by staff on Microsoft Teams.

2.1.4 Pupils Absent from Lessons Policy

Immediately after assembly, one of the school secretaries will advise staff who teach the absent boy during the lessons they will miss that they will not be there. (The most likely reasons being a medical appointment / interview at a senior school).

Music staff are to **collect** boys at the start of the lesson and ensure that the subject teacher acknowledges this.

Upon discovering a boy is absent

- Teachers must **not** accept the word of other boys as to the whereabouts of their peers.
- In the majority of cases, the absent boy will be noted on the absentee list that is circulated each morning, or on the online 'Daily Briefing' document.
- When this is not the case, the teacher is to contact the School Office to check the absence. In the event of there not being a legitimate reason the Office will immediately notify the Deputy Headmaster (Pastoral) who, with the help of the School Marshal will instigate a search of the building.
- If the boy cannot be found the Deputy Headmaster (Pastoral) will call the boy's parents.
- If the boy has not been located the Deputy Headmaster (Pastoral) will notify the Police, giving as much identifying detail as possible. The school may instigate its own search of the locale with any available members of staff.

The Policy for Teaching, Learning and the Curriculum was last reviewed in September 2024 by the Deputy Head (Pastoral), Deputy Head (Academic) and Director of Studies, and will next be reviewed in September 2025.

The person responsible for the policy, from September 2024, is the Director of Studies.