

# MANAGING WORKLOAD



This guide is designed to support our Year 9 students in managing their GCSE transition workload whilst learning remotely.



## How will work be set?



Work will be set in a two-week block for all subjects, but you should not complete all of this work at once. We advise that you work on three subjects per day, setting aside time for exercise and social activities during each day, and spread the work across the fortnight.

## How do I get help?



If you need any help with the work that has been set, or with submitting pieces of work, please contact that subject through the subject-specific emails on the school's online platform.

## How will I get feedback on my work?

Teachers will use a variety of ways to feedback to you. These include:

- Feedback sheets that may be emailed to you or uploaded onto the online platform
- A short video recording of a teacher talking through common misconceptions

Each set of instructions will flag up how you will receive the feedback.

Teachers will mark work once all the work has been submitted at the end of the two-week block. You will then receive feedback within the fortnightly block following the submission date.

## How often do I need to submit work?



All subjects will request one piece of work to be submitted by the end of the two-week block which means you will submit six pieces of work across the fortnight (English, maths, science and your three option subjects).

We strongly advise that you don't leave all your submissions until the end of the fortnight and that you submit each piece of work once it is completed.

Here is an example timetable that you may wish to use or adapt if you would like help managing your submission deadlines.

### FIRST WEEK OF FORTNIGHTLY BLOCK

	Monday	Tuesday	Wednesday	Thursday	Friday
Online Lesson 1	English	English	Science	English	Maths
Online Lesson 2	Science	Science	Maths	Option A Complete and submit set piece of work	Option B Complete and submit set piece of work
Online Lesson 3	Option A	Option A	Option B	Option B	Catch up or Reading

### SECOND WEEK OF FORTNIGHTLY BLOCK

	Monday	Tuesday	Wednesday	Thursday	Friday
Online Lesson 1	Science	Science	Science	English Complete and submit set piece of work	Maths Complete and submit set piece of work
Online Lesson 2	Maths	Maths	English	Option C Complete and submit set piece of work	Science Complete and submit set piece of work
Online Lesson 3	English	Option C	Option C	Catch up or Reading	Catch up or Reading

