

# MANAGING WORKLOAD



This guide is designed to support our Year 7, 8 and 9 students in managing their workload whilst learning remotely.



## 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 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.

## Help and Advice



If you need support with work in a subject, use the subject-specific email to contact your teachers.

If you need support with managing your workload or something more generic, you can use the pastoral support email for help and advice.

## How do I know which pieces of work to submit?

A set of clear instructions will accompany the work set for each subject. On these instructions, it should clearly say which piece of work should be submitted and how. For example:

What work should I submit?	Write an opening description of a fairy tale villain. It should be no longer than a paragraph and should include some of the devices used by the Brothers Grimm in their creation of villainous characters.
When should I submit this work?	By 3:30pm on Friday 15 <sup>th</sup> May
How should I submit this work?	<p>Work should be submitted via Microsoft Teams (see the instructions for submitting work on teams in this folder)</p> <p>If students do not have access to the internet/a device, then a printed pack of the work has been sent home with the workpack.</p> <p>If any student needs extra assistance, they can email <a href="mailto:English.support@driffield.org.uk">English.support@driffield.org.uk</a> Please use your main teacher's name as the subject of the email</p>
How will I receive feedback on the submitted work?	Students will get feedback within the two-week window from their class teacher via Microsoft Teams.

This document will also highlight how the students will receive feedback on the submitted work.

Each department may request for work to be submitted in a different way, so it is important that you check these instructions. If you have handwritten your work, you can take a photo and email it to the subject specific emails.

## Rewards



Build in activities and other rewards to give yourself as a 'well done' for completing schoolwork.

Examples of rewards could be: calling friends, a favourite snack, time to read or watching TV.

## Avoiding Distractions



Try to find somewhere to work with minimal distractions.

Switching off your phone will also help: research shows that concentration is affected even if a phone is in sight.

## How often do I need to submit work?



You will be asked to submit eight pieces of work across the fortnight, as follows:

- Fortnightly work from English, maths, science, history, geography and MFL
- Art and technology will request you submit work on a rotation. One fortnight you will be asked to submit technology and the following fortnight you will submit art. Please note that you should complete work for either design and technology or food (not both)
- Computer Science and RS will request you submit work on a rotation. One fortnight you will be asked to submit computer science and the following fortnight you will submit RS.
- Music, PE, drama and APEX will set work but they will not be requesting for this to be submitted.

### Breaks



Remember to take regular breaks whilst studying, and keep hydrated.

It's also good to do some exercise each day (like the Joe Wicks YouTube videos, or going for a walk).

## Advice on Planning Schoolwork

Don't put lots of pressure on yourself to complete all the work at once at the start of the fortnight. Spread your time evenly between your subjects and submit each piece of work once it is completed.

Structure your week by creating a timetable (like the example). You may need to review your current timetables now that you are submitting work for each subject. 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
Warm up	Check the form programme on the online platform: <a href="https://bit.ly/DrifffieldForm">https://bit.ly/DrifffieldForm</a>				
Morning Lesson 1	English	Maths	Science	Maths	MFL
Break Time					
Morning Lesson 2	History	Drama	English	History Complete and submit set piece of work	Science
Lunchtime					
Afternoon Lesson	Technology* Complete and submit set piece of work	PE	RS	APEX	Catch Up or Reading
Evening Activities					

*\*You should be working on either Food or Design and Technology. You will be asked to submit either Technology or Art in each fortnightly block of work. You will not have submission tasks for both subjects each fortnight.*

### SECOND WEEK OF FORTNIGHTLY BLOCK

	Monday	Tuesday	Wednesday	Thursday	Friday
Warm up	Check the form programme on the online platform: <a href="https://bit.ly/DrifffieldForm">https://bit.ly/DrifffieldForm</a>				
Morning Lesson 1	English	Maths	Science	Maths Complete and submit set piece of work	Science Complete and submit set piece of work
Break Time					
Morning Lesson 2	Geography	Geography Complete and submit set piece of work	English Complete and submit set piece of work	Music	CS* Complete and submit set piece of work
Lunchtime					
Afternoon Lesson	MFL Complete and submit set piece of work	Art	Exercise	Catch Up or Reading	Catch Up or Reading
Evening Activities					

*\*You will be asked to submit either RS or Computer Science in each fortnightly block of work. You will not have submission tasks for both subjects each fortnight.*