

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

A Year 9 student's guide to

MANAGING WORKLOAD



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



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?	A full poetry essay, acting on the previous feedback.
When should I submit this work?	By 3:30pm on Friday 24 April
How should I submit this work?	By email to English.support@driffieldschool.org.uk Please use your main teacher's name as the subject of the email Work can be attached as a Word document or as a photo (with the work written by hand)
How will I receive feedback on the submitted work?	Class teachers will respond with feedback by email.

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.

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 GCSE 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.

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).

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.

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.