

Working from home timetable for learners

This document provides you with guidance that will help you stay on track with your learning whilst you are at home. It is very important that you continue to access your lessons during this time so that you do not fall behind in your learning. **Remember, your teachers are here to help you even though you are not in college.** Your teachers are an email away, please do not hesitate to contact them with questions or concerns.

You are required to read all communications and be available to be contacted by the college at all times during normal college hours. You can do this by; Checking your college email on an hourly basis throughout the college day and answer your home telephone/mobile if it rings.

Time	08:30-09:00	09:00-16:00
Activity	Morning Briefing	Professional learning
Tasks	<ul style="list-style-type: none"> ○ Log into the Digi-Sector-Padlet each morning and read the daily notes. Click here for the Padlet link. ○ Some learners will receive wellbeing/safeguarding phone calls during this time. Please ensure you are able to answer your phone. If you have a problem with your phone please email your head of year 	<ul style="list-style-type: none"> ○ You are required to complete all college work at home ○ Follow your existing timetable to know which classwork to complete each day. ○ Your classwork can be found on Show my homework, labelled as: 'P1 – Y[9/10/11/12/13] [Subject name]' <p>Click here for the Show My Homework link Sign in using your college Office 365 Username & Password.</p> <ul style="list-style-type: none"> ○ You must submit your classwork after each lesson. Your teacher will clarify how to submit completed classwork. ○ Your teacher will provide feedback to you within 24hrs. ○ You will be expected to respond to the feedback within 24hrs.

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