

Week Beginning:

Name:

	8:30-10	10-10:30	10:30-1:30	1:30-2	2-2:30	2:30 - 3:00	After 3:00
Monday	Catch up on weekend email. Log into Google classroom to monitor work completed. Log into Seneca to check for work. Check Arbor to see who is in school/absent and reasons.	Break	Contact students (normally email) with Zoom information for the day. <b>11.00pm Telephone call SS re admissions Year 11.</b> Email staff re Seneca		<b>Online Tutor - 1.30pm</b>	Catch up on email. Finish any logging on arbor.	Teacher Staff meeting Update Arbor with zoom and English drop in attendance. Send spreadsheet to ME and SN. Keep up to date with emails, chase any parents/students.
Tuesday	Catch up on email. Finish any logging on arbor. Log into Google classroom to monitor work completed. Log into Seneca to check for work. Check Arbor to see who is in school/absent and reasons.	Break	<b>11.00am Meeting with BD to monitor online engagement.</b> Email staff with non attendees  Telephone calls for non attendees of zoom		<b>Careers Meeting with JS - 2.00pm</b>	<b>Online drop in English &amp; Media Year 10 - 2.30pm</b>	Plan Year 11 Online learning - create provisional timetable, equipment list. KS3 English prep.
Wednesday	Catch up on email. Log into Google classroom to monitor work completed. Log into Seneca to check for work. Check Arbor to see who is in school/absent and reasons.	Break	Year 11 Online admissions prep. KS4 English Prep		<b>Tutor Meeting - 1.30pm</b> <b>2.00pm Meeting SS and parent - Year 11 Admissions</b>	Year 11 Online admissions prep. KS4 English Prep	Update Arbour with zoom and English / Media drop in attendance. Email to ME & SN  Keep up to date with emails, chase any parents/students.
Thursday	<b>9.30 Meeting HS Worcs SEND - Careers</b>	Break	Contact students (normally email) with Zoom information for the day. Create assessment work for CN for teaching in school.		<b>1:15 Yr 10 and 11 Meeting</b> Phone calls to students/parents who haven't attended zoom and update arbor.	<b>2.00pm Meeting - Seneca - ME</b>  <b>2.30 Online drop in RC - Media/Film/English</b>	Keep up to date with emails, chase any parents/students. Research alternative online learning platforms.
Friday	Create TT for Students & Myself - email to ME Log into Google classroom to monitor work completed. Log into Seneca to check for work.	Break	Contact students (normally email) with Zoom information for the day. Set work on online classrooms		<b>1.30pm Online Tutor</b>	Check Zoom sessions for Year 11 admissions, prepare resources and questions for parents and students.	Keep up to date with emails, chase any parents/students.