

Daily expectations:

8.45 – 9.00am:

- Log on to Email and Microsoft Teams
- Respond to any messages, including daily register message from your mentor.

9.00 – 3.30pm:

- Year 10 and 11 follow the collapse timetable – these will be sent through to you in a separate document. Year 12 and 13 – Follow your usual timetable.
- Join Class Team at the normal lesson time. Join live lesson (if there is one) and complete any assigned work. Assignments will be set on a lesson by lesson basis, so you should expect to receive several pieces of work per day. You will receive regular feedback on these via Teams.
- Teachers will be available to support during lesson times, and will check in on you regularly. Please send a Teams message / email if you need help, extra work or having any issues.

Expectations:

- Make sure you have space to work in and the correct resources – internet access, paper and a pen. If this isn't possible, please contact the UTC by emailing office@utcsouthdurham.org or by telephoning 01325 430 250
- All work is completed to the best of your ability and you meet the deadlines set. Teachers, Student Support and SLT will track this on Classcharts and we will follow up with parents if necessary. Mentors will be in touch with parents once per week to update on your progress and engagement.
- If you are struggling with any of the above contact the following:
 - Your Teacher
 - Your Mentor

As Teachers and Support Staff, we will do everything we can to ensure your learning isn't interrupted. This means making sure that the work, and subsequent feedback you get is of the highest possible quality.

Thank you in advance for all of your efforts, good luck and see you soon!