



## GUIDE TO OXSS TIMETABLE

### EASTER/SUMMER TIMETABLE

- Students attend for a minimum of 1 week, and maximum of 3 weeks.
- They study 3 subjects/papers per week – the specific level of detail depends on the level/subject being studied.
- Tutors have to be available for a minimum of 1 teaching block (1.5 days). The blocks are:
  - Block 1: Monday 13:20 – 17:00 and Tuesday 09:30 – 16:10
  - Block 2: Wednesday 09:30 – 17:00 and Thursday 09:30 – 12:20
  - Block 3: Thursday 13:20 – 17:00 and Friday 09:30 – 16:10
- Teaching block 1 (Monday afternoon/all day Tuesday) begins with you meeting your first group of students (we do not timetable more than 6 students to a class). They will tell you the specific areas they want to work on.
- You will notice this first class is only 10 minutes in length – this is correct. As all students arrived Monday morning, we need all students to have work to be doing. Therefore, once you have the list of topics, you may discuss a very small topic/find out what they know on the first topic you will run through with them. Then you will set them some work, which you can bring with you or a past paper (available via the online portal link we will send in advance of the course). Those students will then go to the exam practice room to complete this independently.
- If there is enough demand for your subject, you will then have another group of students come to you at 13.30. You do the same again – find out what they want to work on. Find the common ground, but this time, start working through a topic. You may get through

multiple topics, or just one – this will depend how difficult the topic is/how quickly you can get through it with them/if they understand it.

- At the end of that session, you set them work, as you did with your first class. They then go to the exam room to complete this.
- Your first class (from 13.20) will then come back to you at 14.10. You can find out how they got on and go through their work/move on depending on what their request is.
- At the end of that session, you then set them more work and they will go away to do that, before your second class returns again.
- This pattern continues throughout the teaching block, as per the example timetable.
- Your second class will have a 10 minute class at the very end of the block, as they will have just completed exam work for you, so may have last minute questions to run through.
- In total, you will see each class for 250 minutes. This is broken into:
  - 1 x 10 minutes session (either their first or last session with you)
  - 1 x 40 minutes session (either their first or last session with you)
  - 4 x 50 minutes session
- If you are then working block 2 (all day Wednesday/Thursday am), you start all over again with new students.
- The same again with block 3 (Thursday pm/all day Friday).
- At the end of each block, you will complete an online report for each student. This allows the parents/students to have a record of what they worked on with you, including topics, recommendations for further studies/any other comments. We ask for 4 or 5 sentences per box provided.

### HALF TERM/CHRISTMAS TIMETABLE

- For Half term/Christmas, students book 1 day at a time, and you only have to be available for 1 day.

- If there is demand, hopefully you will see 2 different classes across the day. Each would have 4 × 50 minutes with you, and 3 × 50 minutes of independent exam practice, where you set them work as above.
- On these courses, we offer face to face (F2F) and online (Online). This would be noted on your timetable, and Natasha would discuss in advance to confirm which you can do.

#### ALL TIMETABLES

- Lessons are student-led
- 2/2 or 2/3 means student is focusing on the same for more than 1 day/block. The first number tells you which day/block this is class is for the student, and the second number tells you how many days/blocks in total they are studying it.