26th January 2023

**Industrial Action – Wednesday 1st February**

**Instructions for students for the completion of work at home**

**Before the day of industrial action**

1. Before the day of industrial action, your teachers will have given you photocopied work to complete at home on the day you are not in school.
2. Clear instructions will be given on the work and will also be available on Google Classroom.
3. **Those teachers who are taking industrial action will not provide work for you.**
4. If you were not in school when the work was given out, you will still be able to access it on Google Classroom.

**On the day of industrial action**

1. Treat the day like a normal school day – be ready to start work at 8.50 and follow your normal timetable for the day.
2. Log into Google Classroom either through your phone or your computer.
3. To login to Google Classroom, you will need your **school email address** and your **password**. Look at the example here: **Username**: 22smithp@hollylodge.liverpool.sch.uk Password: 123456ps (the number is the same as your school computer password and the “ps” refers to the first initials of your first name and your surname).
4. Go to the subject you have **first period on Wednesdays** and make sure you follow your timetable closely from this point.
5. Those teachers who are **not** taking industrial action will be on line to answer any questions you have about the work you are to complete. Use the messaging facility in Google Classroom to do this.
6. Complete your work to the best of your ability and make sure you bring it into school the following day.

**After the day of industrial action**

1. Your work will be marked in class during the next timetabled lesson so make sure you don’t forget to bring it back to school.