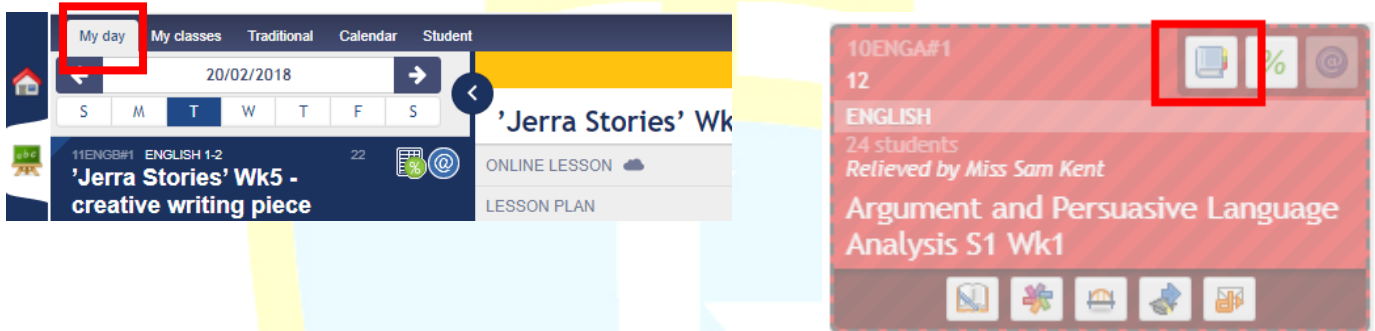


RELIEF LESSONS – LEAVING INSTRUCTIONS AND PROVIDING FEEDBACK

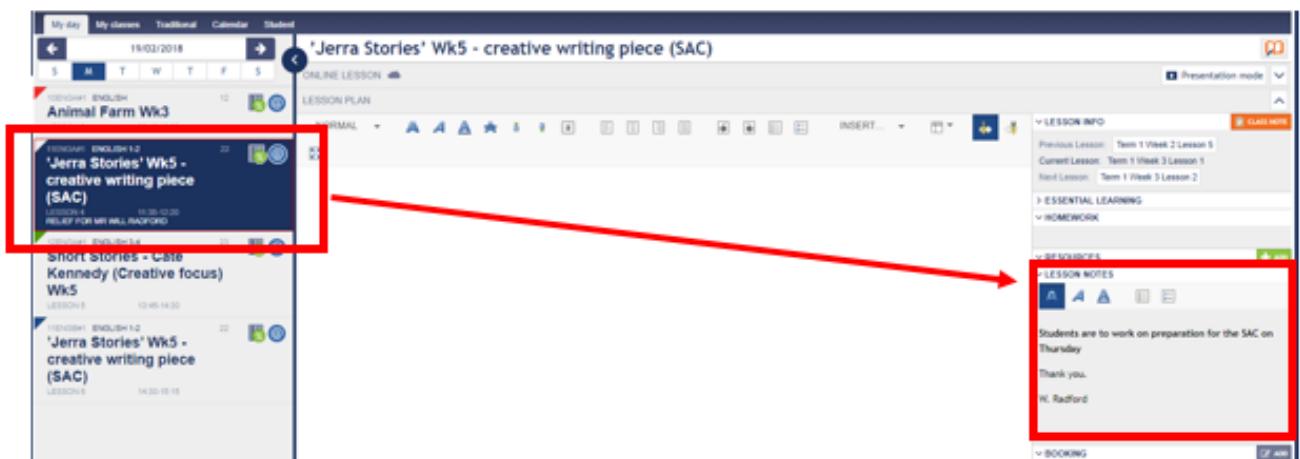
Setting of Relief Lessons in SEQTA is to be done in **Lesson Notes**.

Relief lessons must be left for all classes were you will be absent and should include enough detail to make it easy for the Relief teacher to know what needs to happen in the class.

1. Choose the 'My Day' calendar view option in the Teaching Workspace. Select the relevant class which will then be highlighted in dark blue.
Alternatively, you can use the Traditional or Calendar view and click on the My Day button.



2. Enter instructions in the **Lesson Notes** section on the right side of the screen (highlighted below). The instructions should include enough relevant information for the relieving teacher to enable them to run an efficient lesson, and should include:
 - a. Expectations of what will be achieved in the class
 - b. The location of any pre-printed handouts, worksheets or textbooks
 - c. A seating plan if one is in place for the class
 - d. Notes on students who may require extra assistance, e.g. behavioural or academic



3. **Feedback:** at the conclusion of a relief lesson, the relieving teacher should leave brief feedback in the **Lesson Notes** section.

ADDITIONAL NOTES

- **Do not** leave instructions in the large middle section 'Lesson Plan'. This feeds into the Unit Planner.
- You may safely **delete** instructions and feedback when they are finished. This avoids having them carry over into next year's program.
- The Lesson Notes section is never visible to parents. It is for internal use only.