



# Office Hours

The connection between home and school relies on frequent and meaningful communication. Using Skilled.Space, teachers can create a Space that is open to students. This is a great way to provide designated time for students to receive homework help and to ask questions about assignments. Keeping regularly scheduled office hours Skilled.Space will provide students and families the opportunity to have access to the information and support they need to be successful.



**ESTIMATED TIME** 60 min.



**BEST FOR** Student Learning



**LEVEL** Elementary, Middle School, High School

## GET STARTED

- Create a secure **Space** and invite students.
- Designate a regular time/day (recommended weekly) to be available in Space. Actively promote this time in written communication to parents and families so that their students can join.

## DIRECTIONS

- ① Show up! Enter designated Space at the scheduled time and remain available for students through the duration of the advertised time.
- ② Regularly schedule office hours to provide support, answer questions, and be available to connect with students.
- ③ Make adjustments to the date/time/frequency based on feedback from students and families, as needed.

## STRATEGY ALTERNATIVES

School leaders may employ this strategy to make themselves available to staff on a regular cadence to answer questions, have conversations about new initiatives, or provide opportunities to share new and innovative ideas.