

## Virtual Learning Plan for Woodland Department January 2021

Task	When/How Often?	Who?	Follow Up
<p style="text-align: center;"><b>Home Learning Guidance Sheets and resources</b></p> <p><u>For each pupil who is at home:</u></p> <ul style="list-style-type: none"> <li>• Go through the pupil's PPP and identify which targets can be worked on at home.</li> <li>• Produce an instruction/guidance sheet for parents about how they can work on these targets at home, what activities can be done etc. (examples of these are saved on the staff drive). Please save to 'Staff, 2020-2021, Woodland, Home Learning'. This may be emailed to parents, sent via Dojo, hand delivered or put in the post.</li> <li>• Ask parents if they would like to borrow some school resources to support this home learning. If so, identify resources required for the identified activities and offer to lend the pupil some school resources. Include photographs/any visuals suitable for the pupil. Arrange for these resources to be delivered to the home.</li> <li>• The idea of a 'weekly focus target' has been suggested so that pupils and parents are encouraged to focus on one main target (lined to PPPA) at home for the week, and then this is discussed the following week. This may be less overwhelming for parents and pupils.</li> <li>• Comment on the above within the weekly summary.</li> </ul>	<p>By Wednesday 6<sup>th</sup> January 2021</p> <p>Refer to this weekly during telephone conversations with parents.</p>	<p>Class teachers to do this with the support of the SSA and TAs</p>	<p>Discuss home learning during the weekly/twice weekly conversations with parents. You may be able to suggest extensions/next steps there and then, or you may say you'll get back to the parents with further suggestions/an updated home learning guidance sheet.</p>
<p style="text-align: center;"><b>YouTube/Videos</b></p> <ul style="list-style-type: none"> <li>• Send the parent links to any particular CWS YouTube videos that</li> </ul>	<p>At least once per week</p>	<p>Teachers, SSAs and TAs</p>	<p>Look at videos created by other members of staff for ideas</p>

<p>would be of benefit to the pupil.</p> <ul style="list-style-type: none"> <li>• Each class to produce at least one video every week to support the learning of pupils in the class. The video can be added to the CWS YouTube channel or can be sent home via Dojo. Please refer to the videos already on the CWS YouTube channel for ideas. We have received feedback that so many of the pupils love seeing our faces and hearing our voices!</li> <li>• It might be helpful to record videos to support the learning of individual pupils.</li> </ul>			<p>It may be possible to share tips with the whole Woodland team</p>
<p style="text-align: center;"><b>Zoom Sessions</b></p> <ul style="list-style-type: none"> <li>• Teachers, SSAs and TAs (especially those who are working from home) to take it in turns to plan and deliver department Zoom sessions that any pupils from the department can access.</li> <li>• 2 department Zoom sessions per day will be available (11am and 2pm). Pupils are not expected to attend all sessions. They can choose which to attend.</li> <li>• Amanda (or any of the teachers/SSAs) can support with ideas and planning for Zoo sessions.</li> <li>• If parents/pupils would like to access individual Zoom/Teams sessions, these should be run by 2 or more class staff at least once per week. Please try and avoid the 11am and 2pm time slots if at all possible.</li> <li>• By the week commencing 25<sup>th</sup> January, each class will be offering a weekly class Zoom session. As many of the class staff as possible should attend this session so as the pupils can see the familiar faces.</li> <li>• The TA supporting the Zoom session will make a list of which pupils attend the session and write a sentence or two about how they appear. This needs to be emailed to the class teacher/s after the session.</li> <li>• 'Zoom' has been referred to here as this is what most people are</li> </ul>	<p>X10 Department Zoom sessions per week</p> <p>At least 1 class Zoom session per week from w/c 25<sup>th</sup> January onwards.</p> <p>At least 1 individual Zoom session per week if parents request this.</p>	<p>Teachers, SSAs and TAs</p>	<p>Discuss during class meetings and make amendments/ Improvements to the sessions.</p> <p>It may be possible to share tips with the whole Woodland team</p>

<p>using, however Teams may work just as well.</p>			
<p style="text-align: center;"><b>Speaking to Parents</b></p> <ul style="list-style-type: none"> <li>● Make at least weekly contact with the parents each child who is at home. This is likely to be over the phone, but may be an individual Zoom session. This could be a virtual learning session of a discussion with the parent about how the pupil is and how the learning is going. Discuss next steps, things to try, additional activities etc. It is important that we speak to the parents. You may use email, Dojo messages etc as well, but please speak to each parent a minimum of x1 per week, ideally x2.</li> <li>● It is important that the class teacher speaks to the parent sometimes. It has previously worked well within class teams for the teacher to say call all parents on Mondays or Tuesdays and then for the each of the class staff to phone one or two parents each on say Thursdays. Please make sure you share information between each other regularly so the staff who are phoning parents are in the loop.</li> <li>● Please record summaries of these conversations on the weekly summary, which is completed by the class teacher/s. TAs will email a summary of the conversations to the class teacher.</li> <li>● If pupils are in school one day per week or less, it is important to speak to parents weekly.</li> </ul>	<p>At least once per week, ideally twice a week. Try to offer what suits the family.</p> <p>Weekly summary sheet completed by the end of the school day each Friday</p>	<p>Teachers, SSAs and TAs (Class Teachers to organise)</p>	<p>Share information during class meeting. Follow up any actions from conversations with parents.</p>
<p style="text-align: center;"><b>Class Meetings</b></p> <ul style="list-style-type: none"> <li>● Arrange a weekly virtual class meeting to: <ul style="list-style-type: none"> <li>*Share information about how the pupils are.</li> <li>*Discuss the home learning that the pupils have done and any actions.</li> <li>*Plan home learning for the following week.</li> <li>*Check in on how the staff team are.</li> <li>*AOB</li> </ul> </li> </ul>	<p>Once per week</p>	<p>Teachers, SSAs and TAs (Class Teachers to organise)</p>	<p>None</p>

<p style="text-align: center;"><b>Weekly Summary Sheet</b></p> <ul style="list-style-type: none"> <li>• This document needs to include a summary of all contact with parents/pupils e.g. telephone conversations, emails, Dojo messages, if a pupil has attended a Zoom session etc. Please summarise this information and anything else regarding home learning on the Weekly Summary Sheet by the end of the school day every Friday. This summary sheet does not need to be completed for pupils who are in school, although it may be helpful to list their names on the bottom of the grid.</li> <li>• Remember that if you have a significant safeguarding concern, you must speak to Wendy/Una-Lynne urgently.</li> </ul>	<p>Saved on the school staff drive by the end of the school day every Friday (or before)</p>	<p>Class Teachers (possibly with SSA support)</p>	<p>See 'actions' section on weekly summaries</p> <p>AB/SLT to monitor these summaries weekly</p>
<p style="text-align: center;"><b>Innovation/Creative Thinking</b></p> <ul style="list-style-type: none"> <li>• Please keep thinking about what else you can do to support the pupils and their families either with their well-being or home learning. Please share any ideas you have!</li> </ul>	<p>Whenever possible</p>	<p>Teachers, SSAs and TAs</p>	<p>Share idea/thoughts with AB and then the wider department</p>
<p style="text-align: center;"><b>Keep a List</b></p> <ul style="list-style-type: none"> <li>• For staff members who are working from home please keep a list or note in your diary of the school tasks you complete each day/week.</li> <li>• We are working on creating a list of the types of tasks staff may complete at home.</li> <li>• As from the week commencing 25<sup>th</sup> January, staff members need to email their lists to their class teachers so as this information can be added to the bottom of the weekly summary sheet. Class teachers should advise their teams when this information is required by each week.</li> </ul>	<p>Daily/Weekly</p>	<p>Teachers, SSAs and TAs who are working from home</p>	<p>None</p>