

Virtual Learning Plan for Treetops January 2021

Task	When/How Often?	Who?	Follow Up
<p style="text-align: center;">PPP Targets</p> <ul style="list-style-type: none"> • Send PPPs home and ask parents to look at them and see what targets they can work on. • Speak to parents about PPPs on phone/email/dojo • If resources are required, ensure these are made and sent to families. 	<p>By Friday 15th January 2021</p>	<p>Class teachers to do this with the support of the SSA and TAs</p>	<p>Discuss these with parents throughout the half term. 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;">Home Learning Packs</p> <ul style="list-style-type: none"> • Each class to have a pack of resources sent home. • Liaise with parents if there is anything specific they want. • Resources should also support zoom sessions and be based around normal timetable 	<p>By 8th January 2021</p>	<p>Class teachers to do this with support from SSA and TAs</p>	<p>Review packs with parents regularly and see what other resources they would like</p>
<p style="text-align: center;">Zoom Sessions</p> <ul style="list-style-type: none"> • Every student should have access to at least 1 zoom session per day and the learning should be made clear at the beginning of each session. • If a student struggles with a group session then 1-1 sessions should be offered. Ensure there is always 2 staff members on the call. 	<p>Minimum 1 everyday</p>	<p>Teachers, SSAs and TAs</p>	<p>Discuss during class meetings and make amendments/Improvements to the sessions.</p>

<ul style="list-style-type: none"> Record who has been present on weekly template. Consider how you can record progress from the sessions 			
<p style="text-align: center;">Speaking to Parents</p> <ul style="list-style-type: none"> Make at least weekly contact with the parents. This could be a phone call or contact or after a zoom call. Discuss 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 via phone or video call. Record on home learning record and if any concerns please put on CPOMS. 	At least once per week	Teachers, SSAs and TAs	Follow up any actions from conversations with parents.
<p style="text-align: center;">Individual Class Meetings</p> <ul style="list-style-type: none"> Arrange a weekly virtual class meeting to: <ul style="list-style-type: none"> Share information about how the pupils are. Discuss the home learning that the pupils have done and any actions. Plan home learning for the following week. 	Once per week	Teachers, SSAs and TAs (Class Teachers to organise)	Regular check up on resources that may need updating

<p>Meetings with department Lead</p> <ul style="list-style-type: none"> Weekly meeting with class teams to update on remote learning and any issues Department meetings 	<p>Once per week (Wednesdays)</p> <p>Fortnightly on Fridays (all staff)</p>		<p>Class summary to filled in during meetings.</p>
<p>Weekly Summary Sheet</p> <ul style="list-style-type: none"> All contact with pupils/parents needs to be recorded on homelearning record e.g. a record of 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. Any concerns noted record on CPOMS 	<p>Saved on the school staff drive by the end of the school day every Friday (or before)</p>	<p>Class Teachers to complete summary.</p>	
<p>Therapy Support</p> <p>Speak to parents regarding any specific therapy support they may need</p> <p>Speak with therapists when parents request therapist support</p>		<p>Class teacher with support from SSA/ TAs</p>	<p>Follow up meetings if required with SALT</p>
<p>Activities</p> <p>Ensure there is weekly planned activities for students to access.</p> <p>Regularly review PPPs and tasks they can do related</p>		<p>Class teacher with support from SSA/TAs</p>	<p>Speak to parents regularly if they need more resources</p>

to these. Consider how progress can be reviewed.			
<p style="text-align: center;">Online learning</p> <ul style="list-style-type: none"> • Direct parents to useful resources on different websites • Direct parents to youtube channel and specific activities. 		Class teacher with support from SSA/TAs	Regular updates to parents of new websites/links
<p>Other</p> <ul style="list-style-type: none"> • Share any successes with home learning to rest of department • Upload videos to youtube/class dojo • Opportunity to share resources 			Send by email to all staff.