

## Appendix A - Virtual Learning Plan for Little Wings Department January 2021

Task	When/How Often?	Who?	Follow Up
<p style="text-align: center;"><b>PPP Targets</b></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. Please save these in the planning folder on the tdrive.</li> <li>• If resources are required, ensure these are made and sent to families. This should be recorded on the weekly summary.</li> </ul>	<p>By Wednesday 13<sup>th</sup> 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;"><b>YouTube/Videos</b></p> <p><u>For each pupil who is at home:</u></p> <ul style="list-style-type: none"> <li>• Send the parent links to any particular CWS YouTube videos that would be of benefit to the pupil.</li> <li>• You may wish to start planning and recording any YouTube videos you think would support the pupils with their home learning and upload to the school YouTube channel. You may prefer to send videos home via Dojo. Please refer to the videos already on the CWS YouTube channel for ideas.</li> </ul>	<p>At least 1 video per week should be provided. This will give parents the option to use at any time.</p>	<p>Teachers, SSAs and TAs</p>	<p>None</p>
<p style="text-align: center;"><b>Zoom Sessions</b></p> <ul style="list-style-type: none"> <li>• Children should be offered a minimum of one zoom session a day*.</li> <li>• Record on CPOMS who attended the Zoom session and a sentence about how they appeared.</li> </ul>	<p>1 x day</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"> <li>• It is recommended the time stay consistent across days to give pupils routine, e.g. morning routines. Class timetables should be shared in the planning folder on the tdrive.</li> <li>• Small group or individual zoom sessions may be offered where requested by parents or to support those who find a whole-group session challenging.</li> <li>• Zoom sessions can be led by teachers, SSAs or TAs.</li> <li>• Zoom sessions may be focused on social interaction for those who are able, for example, playing a game.</li> <li>• Some zoom sessions will be made open for all children across the department in order to support family timetables.</li> </ul> <p>*Please note, some pupils can find zoom sessions very challenging and difficult to access live. On occasions, a premade video may be sent as an alternative. Some parents also find it difficult to attend live due to home schooling other siblings. Teachers must ensure pupils are seen as often as possible to ensure an effective assessment of pupil welfare can be done, with a minimum offer of 3 x per week.</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.</li> <li>• This could be a phone call or contact or after a zoom call.</li> <li>• Discuss with the parent about how the pupil is and how the learning is going. Discuss next steps, things to try, additional activities etc.</li> <li>• 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. Brief summary to be recorded on home learning record unless areas of concern have been raised.</li> <li>• Parents of children receiving 2 or more contact days in school do not need to be called on a weekly basis.</li> </ul>	At least once per week	Teachers, SSAs and TAs	Follow up any actions from conversations with parents.

<p style="text-align: center;"><b>Individual 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> </ul> </li> </ul>	<p>Once per week</p>	<p>Teachers, SSAs and TAs (Class Teachers to organise)</p>	
<p style="text-align: center;"><b>Weekly Summary Sheet</b></p> <ul style="list-style-type: none"> <li>• Contact with parents should be recorded on the weekly summary sheet, e.g. a record of telephone conversations, emails, Dojo messages, if a pupil has attended a Zoom session etc..</li> <li>• All other information regarding home learning should be recorded on the Weekly Summary Sheet by the end of the school day every Friday.</li> <li>• This summary sheet does not need to be completed for pupils who are in school.</li> </ul>	<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. All staff to record communications with parents on CPOMS.</p>	
<p style="text-align: center;"><b>Planned Activities</b></p> <ul style="list-style-type: none"> <li>• At least two activities should be planned each day. This should be closely in line with the themes and activities happening in school.</li> <li>• Learning intentions / outcomes should be clear and explained thoroughly.</li> <li>• Parents should be given this planning in advance to ensure time to organise resources. It is helpful to put daily activities into a timetable to help parents maintain a daily routine and consistency.</li> <li>• Activity ideas will be shared across department via the tdrive.</li> </ul>	<p>2 activities per day</p> <p>Planning to be delivered to parents at least 2 days in advance.</p>	<p>Teacher to plan with class support</p>	<p>Follow up with parents. What's working well / what isn't working? Are any changes needed for the following week?</p>
<p style="text-align: center;"><b>Sensory Needs</b></p> <ul style="list-style-type: none"> <li>• You may need to consider adding regulation recommendations into your planning, so parents can complete these at home throughout the day.</li> </ul>	<p>Ensure included in weekly planning.</p>	<p>Teacher to plan with class support</p>	

<ul style="list-style-type: none"><li>• It is useful for these activities to remain the same on a daily basis to ensure routine and consistency.</li><li>• For particular sensory needs, seek advice from the OT team.</li><li>• Teams should consider whether resources are needed to be sent home.</li></ul>			
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