



Gemstones Department
Guidance for supporting Home/Remote Learning

All staff are responsible for the continued learning of the children at home or at school. Supporting face to face or home learning.

Tasks	Who	When /how often
Home learning packs <ul style="list-style-type: none"> To be delivered or posted For Collection by parents from reception 	Class team	At least once a week. Additional resources/materials may be requested from parents.
PPPs/Individual Curriculum based targets. <ul style="list-style-type: none"> Current PPP targets should be discussed with parents. Identify up to 3 PPP and/or curriculum targets that can be worked on at home and ideas of how to support these including resources. Eg a writing target, independence, and OT could be considered. 	Class team Supported by Therapy Teams where needed.	Targets suitable to work on at home identified by class team and shared with parents. Ongoing cycle in the following weeks. Work on to begin the week after using Zoom, email, Do Jo or telephone as appropriate.
Therapies support <ul style="list-style-type: none"> Identify parents needs for support with home learning including if they need support from therapies Safeguarding issues to be relayed to safeguarding leads 	Class team	Weekly updates Beginning week beginning 4-1-2021
Zoom sessions <ul style="list-style-type: none"> Set up a remote learning timetable of virtual session to be shared with parents – minimum of 2 per day Consider how you can make this as diverse as possible with optimal coverage Consider how we can meet the needs of all the differing ability children in the class group Consider how work is recorded and feedback is shared, given 	Class teacher/team	Timetable shared with the parents by 11-1-2021. Reflect and plan in classes and across the department on the variation of subjects offered weekly

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		Share best practice in weekly department meetings.
<ul style="list-style-type: none"> Class teams could offer small group or individual online sessions where requested or needed. Evidence and progress should be recorded on the weekly summary or in more detail on a recoding sheet then stored on the t drive. 	Class staff /therapies/ Su Holland	As needed – to be recorded on weekly summary sheet.
Activities <ul style="list-style-type: none"> Lessons based on curriculum plans and PPP targets should be delivered by zoom for the children at home, face to face for the children in school. Work sent home should reflect the learning that has taken place in lessons and focussed as above. Ensure that children have access to the resources they need for the week ahead Keep record of who is accessing learning in the class Assess progress made Reflect on for the next weeks plans 	Class teacher supported by class team	By 11-1-21 – ensure there are activities sufficiently planned for at least 2 a day at home.
Online resources <ul style="list-style-type: none"> Provide parents with websites that are useful links logins for education city to be provided Parents have a wide selection of resources that they can access online to support the learning of all the pupils Weekly summaries should record what has been sent home and when. 	Teacher and Class team	By 11-1-21 Updated regularly. Shared across the department.
Contact <ul style="list-style-type: none"> Weekly phone calls/zoom to parents should be recorded on weekly summaries, CPOMS if there is a concern. - to check in offer advice/support where needed and next steps in learning Please update class teams and therapists as needed 	Class team	Weekly updates At least once a week

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<ul style="list-style-type: none"> Su Holland is available to support families where needed 		
Weekly class meeting <ul style="list-style-type: none"> To discuss current news and implications of any changes Home learning School learning Plans for following weeks 	Class team Class teacher – please keep notes on meetings	Weekly
Weekly summary sheet <ul style="list-style-type: none"> Save to T drive by the end of the day Friday each week 	Class teacher	Weekly
Teachers meeting	Teachers	Weekly (Monday)
Dept meetings	All department staff	Once a fortnight, as well as constant feedback through teachers
Other activities and ideas <ul style="list-style-type: none"> Use of You Tube Revise and share what we can offer as a department, share good practice and what is successful in department meetings and share if suitable for all learners, eg yoga, Art, PE activities. Department Assembly via Zoom every Friday at 2pm chance to celebrate and all the children to share good things that are happening. 	All department staff	Continuous development Communication across the department and share best practice.
School learning during lockdown Children learning in school should continue to receive the good quality teaching using following the timetable where possible and curriculum and individual targets.	All Staff	