



Coppice Department
Guidance for supporting Home/Remote Learning

Staff that are working from home are expected to be delivering home learning

Staff that are in school should also be supporting with home learning

Tasks	Who	When /how often
Home learning packs To be delivered or posted	Class team	By 6 th Jan updated as required by parents during the term and in line with planned activities
PPPs <ul style="list-style-type: none"> • Send home Children’s individual current PPP targets • Identify which targets can be worked on at home and ideas of how to support these. • 3 targets at a time may be sufficient and revised and changed as needed. • This can be shared via email/classroom /zoom • Please see copies that I have completed for my class for additional support • Prepare any resources that parents may need to support this at home 	Class team	Asap and ongoing support and updates as needed
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	Asap and weekly updates
Zoom sessions <ul style="list-style-type: none"> • Set up a remote learning timetable of virtual sessions to be shared with parents – minimum of 2 on offer per day • Consider how you can make this as diverse as possible with optimal subject coverage. Consider how to replicate the learning that is happening at school e.g. joining for Zoom intros sending home planned activities and resources etc • You can also do smaller group sessions to support with differentiation 	Class teacher/team	ASAP –update weekly Min. 1 zoom session per day to be offered.

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<ul style="list-style-type: none"> Consider if any sessions can be shared across the department. This may be more accessible for sessions like stories, dough gym etc. These can be live or pre-recorded. Please consider how progress can be recorded from these sessions 	Dept. team	
<ul style="list-style-type: none"> You can offer additional 1:1 session – 1 session per child per week is our offer. Discuss with class teams and parents what these 1:1 sessions are based upon and how these can be achieved Please consider how progress can be recorded from these sessions 	Class staff	As needed
<p>Activities</p> <ul style="list-style-type: none"> Weekly planned activities for children to complete at home related to MTPs/PPPs– these can be activities that can be posted on class dojo for children to complete / posted out etc. It is important that there are activities available to be done everyday Consider if resources need to be sent home for these activities Files saved on T-drive and M drive in Coppice for any resources that you make that may be able to be shared across the department. Please consider how progress can be recorded from these sessions 	Class teacher supported by class team	Asap weekly – ensure there are activities sufficiently planned for at least 2 a day at home.
<p>Online resources</p> <ul style="list-style-type: none"> Provide parents with websites that are useful logins for education city to be provided 	Class staff	Asap updating regularly and as needed
<p>Contact</p> <ul style="list-style-type: none"> Weekly phone calls/zoom to parents - - to check in offer advice and next steps in learning record on summary sheet (a brief overview) If children are in school for 2days or more additional phone calls are not required unless there is a specific need. Please update class teams and therapists as needed Phone calls only need to be logged on CPOMS if there are concerns Ensure any concerns are recorded on CPOMS. 	Class team	Weekly updates At least once a week

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<p>Weekly class meeting</p> <ul style="list-style-type: none"> • To discuss information • Home learning • School learning • Plans for following weeks 	<p>Class team Class teacher – please keep notes on meetings</p>	<p>Weekly</p>
<p>Weekly summary sheet</p> <ul style="list-style-type: none"> • See BT email for more info 	<p>Class teacher</p>	<p>Weekly (See BT emails for more info)</p>
<p>Teachers meeting</p>	<p>Teachers</p>	<p>Weekly (most likely Wednesday TBC)</p>
<p>Dept meetings</p>	<p>All department staff</p>	<p>Bi weekly please see timetable already in place</p>
<p>Other activities and ideas</p> <ul style="list-style-type: none"> - Videos uploaded on youtube or class dojo - Be creative! Share any amazing ideas you have with the department – what is working well for you – shared folder on T and M drive - Are there activities and resources that can be shared across the dept. so we do not have to duplicate work 		