**Literacy- Letter Writing Group Teachers: AP, MG/CB AW/SB**

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| **Day/**  **Date** | **Objectives** | **Shared Reading/Writing**  **Whole Class Work** | **Class Teacher & LSA Directed Tasks** | **Independent Activities**  **(Differentiation HA/C/LA)** | **Plenary** | **Resources** | **Success Criteria** |
| **2 Days**  Letter Writing  **Groups**  Black =HA  **Green= MA**  Blue = MA  **Orange = LA**  Red = Support | To answer a complaint letter  **Purpose - to communicate clearly, to provide an answer to questions.** | **Share LOs for the lesson.**  [1] using the Powerpoint introduce the topic of the Elves being upset.  [2] Give children the letter from the Elves to read and then discuss in pairs. Feedback to class  [3] Read email stream from Father Christmas and Elves  [4] Children plan out their letter response  [5] Children write their letters acting as PA to Father Christmas.  ***KQ – WMG activities*** | **If TA available CT will work with HA chn to support them in considering higher level writing (wide vocabulary with powerful descriptions and complex sentences). TA to work with Red group (see below)**  **If there is no TA then CT will work with Red group to ensure that work is in paragraphs and clearly punctuated.** | Writing a letter  HA: focus on using a dictionary / thesaurus to increase the range of vocabulary used  MA  LA chn work with support  N.B:- This differentiation is based on complexity and amount of writing. | Day 1: Share work with a partner. Star and a wish to improve work.  Day 2: Share letters on board with class  . | Powerpoint  Elves letter  Email from Father Christmas (2 pages)  Letter Planner  **Vocabulary**  Vocabulary  Sense  Handwriting  Connectives | I can write an effective letter  I can convey information clearly in my written work  I can take consideration of my audience |