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| **Monday**Grammar starterLetter writing | **Tuesday**Grammar starterLetter writing | **Wednesday**Grammar starterLetter writing editing | **Thursday**Publishing letters | **Friday**Reading Comprehension |

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| Metacognitive strategies The learning sequence in the next column is spilt into a number of sessions. Each session will have a main metacognitive focus but will often include other elements as well. The metacognitive strategies are listed below. | Image result for reading cartoonLiteracy Tasks (offline and online)Main learning objectives: 1. To understand the purpose of letter writing.
2. To understand how to use the passive voice in writing.

Desired outcome: To write a letter from the perspective of an elf working at Santa’s workshop. This unit of writing will be developed over one week. Written work to be submitted **by Friday 10thDecember 2021**. |
|  | **Lesson 1** Work can all be found on the PowerPointWhat you will being learning about: Letters. **Grammar starter – passive voice.*** What are the features of a letter?
* Features of letter writing poster | Teaching Resources
* Children will receive a letter written to Santa from children in year 2. They will be writing a letter back to the child but acting as though they are one of Santa’s helpful elves.
* Each child is to read the given letter and pick out key questions asked.
* Children are to think of possible answers they could write in response.
* **Activity:** mindmap questions and possible answers as though they are an elf helping Santa respond to children’s letters.

**Lesson 2** * Grammar starter – test based questions on the use of passive voice.
* Recap yesterday’s learning and work – what kind of questions were asked by children? Are there any common questions?
* Read through the examples to inspire ideas and to set the tone of voice – they are friendly, helpful elves who are responding back to the child as Santa is very busy preparing for Christmas.
* On the board, write down possible answers that children could write in response.
* Remind children that they cannot promise anything to the child they are writing to.
* **Activity: Children begin drafting their letter in response to the child, writing as though they are an elf helping Santa.**

**Lesson 3*** Grammar starter – test based questions on the pp on passive voice.
* Allow children to read aloud their letters to share ideas with the class and expectations.
* Children to edit their letter with a partner – what could they add? Do their sentences make sense? Could they add anything more?
* Does it sound like it is written from an elf? How could they make it more friendly? Could it be funny?
* **Activity: Edit their letters with a partner.**

**Lesson 4*** Children are to spend the lesson typing up their final copies of the letters.
* There are templates they can use or they can create their own using clipart and the editing features found on Microsoft Word.
* They are to decorate the letters with clipart images of snowflakes or candy canes – anything that relates to Christmas or Santa.
* **Activity: Children to publish their work using laptops and Microsoft Word.**
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