

# 2019: WORK & COMMUNICATION PLAN FOR ESTABLISHED CAPE METRO HSP SITES



Home-School Partnerships

Supporting informal learning at home in the early years

An early literacy programme by Wordworks

Your HSP team plans programme and recruits parents

Your HSP team representatives register for and attend the Wordworks Planning Meeting on Saturday 26 January, 9h00 to 12h30

Two weeks before you start your programme, ensure you have sent your FIRST REQUEST FOR RESOURCES to Wordworks. We need to know number of parents with language breakdown.

Your HSP team runs first half of parent programme.  
At Session 1 you distribute Workbooks to parents.  
At Session 3 you distribute stationery packs to parents.  
Your Wordworks Mentor makes contact with you.  
Feel free to ask for support.

Straight after Session 3, please email your SECOND REQUEST FOR RESOURCES to Wordworks. We need to know updated number of parents with language breakdown as well as how many surplus resources you will send back.

Your HSP team runs second half of parent programme.  
At Sessions 5 & 6 you distribute HSP Booklets.  
At Session 7 you distribute Literacy Game Packs.  
At Session 8 you have a happy graduation 😊

Straight after graduation, please send Wordworks your HSP Programme Report and return any surplus resources.

Your HSP team registers for and attends the Wordworks Reflection & Refresher with your cluster in JUL/AUG to share successes and challenges and receive programme updates. This will be a final opportunity to return surplus resources.

Before end September, please send Wordworks a completed Recommitment and Information Update for 2020 form. We need to know which facilitators are committed for next year, and whether you need training for any new facilitators.

We supply planners and updates for HSP memory sticks.

We supply parent resources for Sessions 1 to 4.

We supply parent resources for Sessions 5 to 8 and surplus Workbooks and stationery are returned.

You become eligible to participate in next year's programme and to receive HSP resources from us.

Surplus resources are returned.

Together with education districts, we raise funds and print enough resources to support your programme for another year!