

## Readiness for Continuity of Learning At Home

A basic checklist intended to help schools prepare for learning at home.

<b>Access</b>	<p><b><i>Please make sure that everyone can access learning.</i></b></p> <ul style="list-style-type: none"> <li>a) Do all staff have internet access and a laptop or other device?</li> <li>b) Do all the learners have internet access and a laptop or other device?</li> <li>c) Do we know who has no internet/laptop/device? Can we address this?</li> <li>d) Do we know who has poor internet connection?</li> <li>e) In this case, how are we providing alternative learning materials, feedback and opportunities to speak with staff and peers? How often?</li> </ul>
<b>Routines</b>	<p><b><i>Please do not try to replicate a school timetable.</i></b></p> <ul style="list-style-type: none"> <li>a) Have we made online lesson protocols clear to keep everyone safe?</li> <li>b) Do we expect every learner to log in every day?</li> <li>c) What is our minimum expectation for teacher contact with each class?</li> <li>d) What is our minimum expectation of teacher-led lessons per day/week?</li> </ul>
<b>Wellbeing and engagement</b>	<p><b><i>Please make sure the learners have regular two-way contact with their teachers and with peers.</i></b></p> <ul style="list-style-type: none"> <li>a) Do we have a simple checklist for the learners of what the school expects of them?</li> <li>b) Do we have a daily point of contact for the learners with a pastoral focus, eg a morning greeting from Class Teacher/Form Teacher?</li> <li>c) Do we have a group online conversation for learners about how they are managing, eg with as a Form Class with their teacher?</li> <li>d) Do Classroom Assistants assigned to learners have a daily/weekly contact routine?</li> <li>e) If learners are not engaging, what are our approaches to help them?</li> <li>f) If a teacher is ill, what contingency do we have in place?</li> </ul>
<b>Teaching, Learning and feedback</b>	<p><b><i>Please make sure there is a good balance of:</i></b></p> <ul style="list-style-type: none"> <li>a) teacher-led, independent and collaborative learning;</li> <li>b) online and off-line learning;</li> <li>c) ways in which to collect the learners' work, eg typed and submitted; photographed pieces of writing or art; recorded piece;</li> <li>d) ways in which to provide feedback to the learners, eg individual, whole class, verbal, written, video, marks, grades and/or annotations.</li> </ul>
<b>Monitoring and evaluation</b>	<p><b><i>Please make sure to keep regular checks that all of the agreed approaches, routines and structures are working well for the learners, their parents/carers and staff.</i></b></p>
<b>Communication with parents/carers</b>	<p><b><i>Please make sure there is regular two-way contact with parents/carers.</i></b></p> <ul style="list-style-type: none"> <li>a) Do we have a clear and straightforward checklist for parents/carers, eg 'What you can expect from our school'?</li> <li>b) Do we have clear and accessible guidance for parents on how to help their children access and engage in their learning and stay safe online?</li> <li>c) Are our parents/carers clear on how to make contact with the right staff member if their children have any difficulties related to their wellbeing or to their learning?</li> </ul>