

# Distance Learning Checklist

**This checklist is to help improve readiness by supporting any reviews and/or updates of distance learning plans.**

Readiness checklist		Tips & Resources
<p><b>Response plan</b></p> <p>Does our plan for distance learning still meet our needs in the event of a closure?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» A plan can be in any format that meets your needs - this checklist covers possible areas to include.</li> <li>» Updates are made as a result of any changes since the plan was developed.</li> <li>» Schedule times for reviewing and updating our plans.</li> <li>» Visit <a href="#">Learning from Home</a> for more information.</li> </ul>
<p><b>Communications</b></p> <p>Do our processes for communicating with our staff, learners and their parents/whānau or caregivers still work?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Staff, learners and their parents/whānau or caregivers know how to communicate with each other.</li> <li>» Staff keep learners informed. This includes how distance learning works.</li> <li>» Visit <a href="http://educationalleaders.govt">educationalleaders.govt</a> for more information.</li> </ul>
<p><b>Wellbeing</b></p> <p>Does our distance learning plan include checking staff and learner wellbeing?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Channels are in place so the wellbeing of learners and staff can be monitored and supported if required.</li> <li>» Staff know how to identify issues and escalate them if appropriate.</li> <li>» Visit <a href="#">Wellbeing</a> on <a href="http://education.govt">education.govt</a> for more information</li> </ul>
<p><b>Knowing our learners</b></p> <p>Do we have a process for regularly updating information about our learners, including addresses and contact numbers?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» A process is in place for regularly updating details about learners and parents/whānau or caregivers, so they can be contacted in a timely manner.</li> <li>» Individual needs and environments of learners are considered</li> </ul>
<p><b>Marau ā-kura/school curriculum</b></p> <p>Do we have a process for adapting lesson plans to distance learning?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Staff know what parts of the learning plan/school curriculum will continue and what learning activities will be paused.</li> <li>» Individualised learning plans are in place for those receiving learning support.</li> <li>» Visit <a href="#">Ki te Ao Mārama</a> or <a href="#">Te Kete Ipurangi</a> for more information.</li> </ul>
<p><b>Curriculum resources &amp; tools</b></p> <p>Do we have resources ready for distribution for those who need them most?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Relevant teaching and learning resources should be ready, or already distributed</li> <li>» They should consider all learners and be supported by guidance for parents/whānau or caregivers.</li> </ul>
<p><b>Online learning</b></p> <p>Do we know what digital tools and applications we'll be using and how to use them?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Teachers, learners and parents/whānau or caregivers know what tools/applications they will be using for distance learning.</li> <li>» Teachers can inform learners of their daily and weekly schedules for online learning.</li> <li>» Visit <a href="#">Technology</a> on <a href="#">Learning from Home</a> for more information</li> </ul>
<p><b>Digital/device management</b></p> <p>Do we have processes, including IT support, for managing our digital infrastructure and devices?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Learners have access to a fit-for-education device and reliable internet connection at home.</li> <li>» Teachers have a device and connectivity at home.</li> <li>» Guidelines for safe use of devices at home are available.</li> </ul>
<p><b>Teacher capability</b></p> <p>Do our teachers have the capability, support and training to facilitate effective distance learning?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>» Teachers have the required training to enable them to effectively deliver distance learning.</li> <li>» Teachers are able to deliver distance learning in a culturally responsive way.</li> </ul>