

Teaching and learning in 2022 : Planning Checklist

You can use this checklist with your team and (for schools and kura) your Board to test your preparedness for teaching and learning through 2022 under the COVID-19 Protection Framework (CPF).

Readiness checklist	Resources
Response plan Is our Board satisfied our plan for flexible teaching and learning is adequate in the event of physical site closures or where significant numbers of learners/teachers are absent? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> The response plan is up to date for the CPF. This checklist covers possible areas to include in the plan. A review of the response plan is scheduled. Visit Learning from Home for more information.
Communications Are our communication processes for staff, learners, parents and whānau still effective? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Staff, learners and their parents/whānau or caregivers know how to communicate with each other. Staff keep learners informed, including how flexible teaching and learning works. Visit educationalleaders.govt.nz for more information.
Wellbeing Does our flexible teaching and learning plan include checking staff and learner wellbeing? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Channels are in place so the wellbeing of learners and staff can be monitored and supported if required. Staff know how to identify issues and escalate them if appropriate. Visit Wellbeing on education.govt.nz for more information.
Knowing our learners Do we have a process for regularly updating information about our learners, including addresses and contact numbers? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> A process is in place for keeping details about learners, parents and whānau up-to-date so we can contact them in a timely manner. Individual needs and environments of learners are considered.
Marau ā-kura/school curriculum Do we have a process for adapting lesson plans for flexible teaching and learning, including simultaneously teaching those both inside and outside of the classroom? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Teachers make use of available online learning resources including Learning from Home and TKI. Individualised learning plans are in place for those receiving learning support. Visit Ki te Ao Mārama or Te Kete Ipurangi for more information.
Curriculum resources & tools Do we have resources ready for distribution for those who need them most? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Relevant teaching and learning resources are ready, or already distributed. All learners have been considered and are supported by guidance for parents and whānau.
Digital tools Do we know what digital tools we'll be using and how to use them? Do we have support for managing our digital infrastructure? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Teachers, learners, parents and whānau know what tools/applications are needed for flexible teaching and learning. Teachers can inform learners of their daily and weekly schedules for online learning. Visit Technology on Learning from Home for more information.
Digital/device management Do we have processes, including IT support, for managing our digital infrastructure and devices? Are learners empowered to take devices home? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Learners have access to a fit-for-education device and reliable internet connection at home. Teachers have devices and connectivity at home. Guidelines for safe use of devices at home are available. Learners need to be able to take school owned devices home
Teacher capability and resourcing Do our teachers have the ability, support and training to facilitate effective flexible teaching and learning in the event of the need for distance learning, and localised closure? <div> Yes <input type="checkbox"/> No <input type="checkbox"/> </div>	<ul style="list-style-type: none"> Teachers have the required training to enable them to effectively deliver flexible teaching and learning, including in a culturally responsive way. Schools are able to teach those both inside and outside the classroom simultaneously.



Teaching and learning in the COVID-19 Protection Framework: Guidance and additional resources

The guidance below provides additional information on flexible teaching and learning preparedness under the COVID-19 Protection Framework (CPF). The links shared are a selection of relevant Ministry resources which might also be useful.

Please note that the information below is by no means the extent of our support under the CPF. We will be working hard to provide all schools, kura and early learning services with more guidance and information throughout the year.

Marau ā-kura/school & early learning curriculum

Consider how the following could be adapted for flexible learning both inside and outside the classroom:

- learning plan/school curriculum/learning activities
- progress of learners/tamariki and/or other check-ins
- individualised learning plans for those receiving learning support
- assessments, in particular relating to NCEA
- programmes such as Trade Academies and Gateway

These links may support the materials and/or websites currently used:

- [A framework to support e-learning planning](#)
- [Resource of teacher standards and e-learning](#)
- [Early learning kaiako support for learning at home](#)

Curriculum resources & tools

You may have prepared or have the ability to quickly produce:

- a variety of learning from home resources to suit different learners/tamariki and home environments
- NCEA resources covering six weeks of learning

The Ministry's online resources include:

- [Te Kete Ipurangi \(TKI\)](#): information, resources and curriculum materials
- [Learning from home](#): resources, guidance and information for parents, teachers and leaders (all levels)
- [Ki te Ao Mārama](#): resources, guidance and information for whānau, ākonga, kaiako and leaders (years 0-13)

Online learning

- Flexible teaching and learning tools and applications are installed on all devices and kept up to date.
 - Learners/tamariki and parents/whānau or caregivers know which tools and applications will be used, as well as their schedules for online learning
 - Teachers all have devices, if possible, so they can engage with their learners/tamariki online where appropriate
 - Regionally allocated PLD to support digital teaching and learning is also available for teachers
 - Learners are empowered to take devices home regularly, ensuring these can be accessed at all time
 - We continue to connect learner households in need to the internet across the country (until 30 June 2022)
- Guidance [supporting technology use for distance learning/learning from home](#)