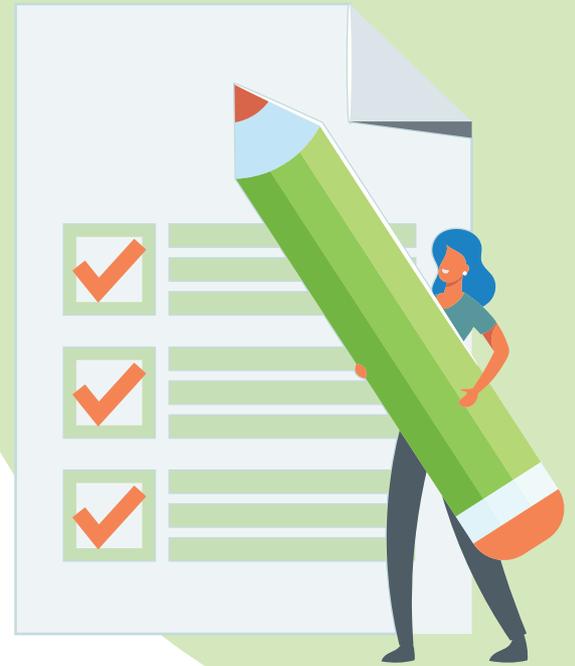


# Checklist: are you prepared for school closure?

Education is one of the many hidden casualties of an influenza epidemic, with both teachers and students facing the risk of falling behind and losing valuable learning time.

Fortunately, there are steps that you and your school can take to ensure your students still have meaningful learning experiences even if school closes. Find out how prepared you are to tackle a school closure with our checklist.



## Checklist: Five Steps to Get Ready for School Closure

- 1 Brief parents and give them strategies to support their children's learning from home.**
  - Ensure parents are aware of how much home-time should be given to school-work, and what form that school-work should take.
  - Provide parents with access to the resources and platforms that their children will be using so that there is transparency surrounding the work that has been set.
  - Inform parents of the role they can play in motivating their child at home. However, be aware that they will not always be available to monitor their child's activities during the day.
  - Make parents aware of how they can get in contact with you. Parent anxiety in such circumstances can lead to an influx of demands on your time, so setting 'office hours' might be a good idea.
- 2 Provide clear guidelines to students so that they know what to expect.**
  - Make it understood that teaching and learning will continue as previously.
  - Train students in responsible usage of the technologies and platforms that will be used to facilitate learning. Where possible, plan for problems before they happen via hands-on training in the class-time prior to closure.
  - Brief students on the areas of the program that will be covered from home, so that they are aware of the content due to be covered.

### 3 Make learning resources available to all students for the full period of closure.

- Include programs, instructional materials, worksheets/activities, and self-study resources.
- Upload these to an online platform in order to avoid weighing students down with hard copies that will be lost or mismanaged.
- In the event all resources are not available from the outset, alert students to where and when they will be posted. You might consider having a schedule for uploading weekly content.

### 4 Account for students without reliable home technology access.

- Consult with parents to see if it is possible for students to attend an alternative site with more reliable access to internet and technology.
- Alternatively, provide printable resources for affected students.

### 5 Establish clear channels of communication for students to use.

- Let students know how and when to contact you if they are having difficulties with any aspect of the content.
- Stress that they are also obliged to contact you if they are experiencing technical difficulties. Students will sometimes use this as an excuse for work avoidance.
- Once again, it is a good idea to establish set hours in the interests of preserving your own time.

