



Policy:	Distance Learning readiness plan and policy
Date Published	January 2024
Evaluation & Review:	Reviewed in June 2026, next review: June 2027
Rationale:	The purpose of this Distance Learning Readiness Plan is to ensure continuity of learning during any emergency or planned shift to online or hybrid modes. It outlines the structures, digital platforms, communication protocols, roles, and procedures to maintain academic rigor, student engagement, and well-being.
Roles of Responsibility	BoG, SLT, Parents, students, Phase Leaders, Head of Inclusion, teachers, IT Admin, Social Welfare team, Pastoral Heads

1. Objectives

- To ensure uninterrupted teaching and learning through robust online platforms.
- To build teacher, student, and parent readiness for online education.
- To maintain consistent assessment, attendance, and communication standards.
- To monitor and support student wellbeing and digital safety.

2. Platforms and Tools

Purpose	Platform/Tool	Description
Virtual Classroom	Class Dojo, Google Classroom, Google Meet	For lesson delivery, assignment submission, and interaction.
Communication	School Email, Class Dojo, Google Classroom, SMS	For updates between teachers, parents, and leadership.
Assessment	Google Forms, Quizziz, Kahoot, Edupuzzle	For formative and summative assessments.
Collaboration	Google Docs / Slides / Jamboard/ Padlet, Breakout rooms etc..	For project-based and interactive learning.
Monitoring	Google Sheets Tracker, Lesson Observation Form (Virtual)	For lesson tracking and teacher performance monitoring.

3. Roles and Responsibilities

Teachers

- Plan and deliver engaging online lessons aligned with termly schemes.
- Upload weekly lesson plans and resources in Google Classroom.
- Record attendance and track student engagement.
- Provide feedback on assignments within a set timeframe.
- Maintain communication with parents as per school policy.

Students

- Log in punctually and attend scheduled lessons.
- Complete assignments on time.
- Follow online etiquette (muting microphones, using chat appropriately, etc.).
- Seek clarification and participate actively.

Parents

- Ensure their child has access to devices and a stable internet connection.
- Supervise attendance and task completion.
- Communicate any issues promptly with class teachers.

IT Admin

- Provide technical support to staff, students, and parents.
- Conduct training for new tools or updates.
- Monitor cybersecurity and maintain platform integrity.

4. Digital Readiness Checklist

Category	Readiness Indicator	Status (Yes/No)
Teacher Devices	Laptops with webcam and audio	Yes
Student Devices	Access to personal or shared devices	Yes
Internet	Minimum 10 Mbps connection	Yes
Learning Management System	Google Classroom/ Class Dojo set up for all grades	Yes
Training	Teachers trained in digital pedagogy	Yes
Communication Channels	Verified parent contact details	Yes

5. Distance Learning procedures

6.1 Lesson Delivery

- Teachers must post the lesson link and learning objectives **at least one day before** the class.
- All lessons must include **Engage–Explore–Explain–Evaluate** steps with interactive elements.
- Attendance must be recorded within **10 minutes** of the session start.

6.2 Assessment and Feedback

- Online quizzes and tasks will be used for formative assessment.
- Major assessments will be monitored via Google Meet (camera on).
- Feedback should be provided **within 48 hours** of submission.

6.3 Communication and Monitoring

- Weekly departmental meetings to discuss student progress.
- Reports to be shared with the SLT at the end of each week.
- Parents to receive updates through circulars Class Dojo, and Google Classroom notifications.

6.4 Student Support and Inclusion

- ALN (Additional Learning Needs) students to receive differentiated materials.
- SEN Coordinator to coordinate support schedules via online one-to-one sessions.
- Teachers to record and report any disengaged or absent students daily.

6.5 Wellbeing and Safeguarding

- Include wellbeing check-ins during homeroom or P.E sessions.
- Reinforce e-safety rules: no screenshots, no sharing of class links, and no recording lessons without consent.
- Report digital misconduct to the Pastoral heads, Phase leaders and SLT immediately.

7. Contingency and Technical Support

Issue	Responsible Person	Procedure
Connectivity issue during class	Class teacher	Record attendance and provide recorded session.
Platform failure	IT Admin	Shift to backup platform.
Hardware malfunction	Student/Teacher	Report to ICT helpdesk within 24 hours.
Cybersecurity concern	IT Admin	Immediate escalation to IT Support & SLT.

8. Training and Capacity Building

- Periodic PD sessions on Google Workspace, AI tools, and online teaching strategies.
 - Annual refresher on *Data Privacy, Digital Citizenship, and Safeguarding*.
 - Mock Distance Learning Day conducted once per year to test readiness.
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9. Monitoring and Evaluation

- **Lesson Observation Rubric** for online teaching quality.
 - **Feedback Surveys** from students and parents at mid-term and term end.
 - Adjustments made based on data collected and performance analysis.
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10. Review Cycle

This plan will be reviewed **annually** or upon any significant change in policy, technology, or national directive.