

Preparing for a school closure

School Leader Guide

We are approaching an uncharted educational landscape as school closures become a real possibility due to ongoing community health and social distancing measures. With this in mind, it is important to prepare to communicate and deliver learning content through technology. This is a great time to draw on the systems your school community is already familiar with to support a move to remote learning. We have pulled together some proactive steps your school may want to take as you prepare for a school closure.

As a school leader you can:

- Bring your school leaders and teachers together to begin planning the school's response to closure. During this time, clearly identify learning, communication and well-being supports that will be used when the school shifts to remote learning.
- Consider ways the school can continue to maintain connections to teachers, and a sense of community. For example, create regular meeting times for teachers to contact each other.
- Assess your school's readiness to work remotely. We suggest doing so with our ready-made Pulse Check surveys for students, teachers and parents, that can be found on our platform.
- Provide advice to parents and carers about how they can support student learning in the event of a school closure. Support parents and carers to encourage good work habits and routines, but be cautious about promoting direct parental assistance. There are many great resources online including this [one](#) from Western Australia.
- Provide advice to teachers about how you expect them to communicate with students and parents/carers while the school is closed, including how regularly this should be occurring.
- Be clear with all members of the student community about your school's expectations while staff and students are not at school. [Here](#) is a great example of how to do so.
- Undertake a trial of remote learning whilst still at school. For example, have everyone simultaneously log onto the school's online portal in the morning and afternoon, while the students are still at school.
- Familiarise yourself with resources made available by your state/jurisdiction for learning at home during this time. For example: NSW has activities designed to be appropriate for early childhood, [K-6](#) and [7-10](#) students learning remotely. There are also many websites that provide online learning resources, including [ABC Education](#) and [BBC Bitesize](#).
- Update any relevant policies to reflect home learning. For example, here is [one](#) that takes into account dress code during video conferencing while students are at home.
- Assess what important school events might be impacted, and consider alternative dates for them.