

Remote Learning Procedure



The Autism Project has to close and revert to remote learning because of:

1. There is an outbreak of COVID-19 within TAP
2. Government/ local authority advice

Head of Education & Learning will call an emergency TAP meeting. TAP staff will plan for remote learning immediately. Student work placements may be placed on hold if it is not safe for the student to attend.

Head of Education & Learning will email all students and parents/carers to inform them that TAP will be offering remote learning. In the email it would state a time period or a review date.

For local authorities:

- Head of Education & Learning will email them to notify them regarding TAPs closure
- TAP staff will complete individual risk assessment for students to assess the risk around EHCP outcomes, wellbeing, and any other factors – these will be shared with LA's

For students

- Head of Education & Learning will arrange a zoom meeting for all students.
- Staff will discuss with students the rules and expectations around online learning
- Job coaches will send students timetables to follow whilst working remote

For parents/carers

- Head of Education & Learning will set up a zoom meeting for all parents/ carers
- TAP staff will speak to parents/carers about the expectations staff will be setting students
- Job coaches will copy in parents when sending timetables to students whilst working remote

Remote learning will be reviewed regularly by the Head of Education & Learning, the following will be considered during the review process:

- Student and staff safety
- Government advice
- COVID-19 cases in local and wider area

The Head of Education will notify students, staff, parents/carers, and LA's when TAP is safe to return face to face.