

Remote education provision: information for students and parents/carers regarding The Autism Project remote learning

This information is intended to provide clarity and transparency to students and parents/ carers about what to expect from remote education where national or local restrictions require students to remain at home.

What will the timetable look like when working remotely?

Please be aware all work placements would be on hold during a national lockdown.

You will continue to access the following sessions whilst working remotely:

- SkillUp
- Functional Skills
- Job Club (for year 2 and 3)
- SaLT (if required)
- 1-1 and group wellbeing (if requested)
- Remote weekly social (TBC)
- 1-1 with job coach
- Remote work placement tasks (if possible)

You will be sent a timetable each week from your job coach. Please speak to them if you are unsure about anything regarding your timetabled sessions.

Timetable example:

| | Monday 18 th January | Tuesday 19 th January | Wednesday 20 th January | Thursday 21 st January | Friday 22 nd January |
|---------------------|------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|--|
| 10:00 am – 12:30 pm | Day Off | Functional Skills | Wellbeing (10:30 – 11:15) | Day Off | Virtual work experience task 10am – 12pm |
| | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:30 pm – 4:00pm | Day Off | SkillUp | Job Club (1:30) | Day Off | Wellbeing Drop-In (Optional, 1:30) |
| | | | Weekly 1:1 (4:15) | | Social Zoom/Virtual Walk (2:30) |

| | |
|----------------|--------|
| Remote Working | Grey |
| Wellbeing | Yellow |
| Day Off | Green |
| Weekly 1:1 | Red |

What will sessions look like when working remotely?

On a day you have a session timetabled, you will receive instructions via WhatsApp, text or email from your tutor or job coach. You will also be sent a task to complete and a member of staff will always be available for support.

What to do if you are stuck or unsure what is expected?

Let your tutor, job coach or teaching assistant know by messaging them. Please then wait for them to contact you. If the member of staff takes some time please do not worry, staff will be with you as soon as they can.

What will happen if you are late/do not attend or do not hand your work in?

Throughout this process the behaviour and conduct policy will be followed.

If you miss a session, do not hand your work in or you are late, the Head of Education and Learning will email yourself and your parents/carers.

If this continues to happen a meeting will be arranged to discuss further and your place on the project will be reviewed.

What platforms would you be expected to use to access the curriculum?

You will use the following software whilst working remotely:

- Outlook
- Zoom
- Office 365
- SharePoint

Please ask a member of staff if you need any support with accessing these platforms.

Technology/ IT support available to all

Please let a member of the TAP team know if you need access to a laptop or internet as this can be provided by The Autism Project.