

Principal checklist (Primary)

Partnering with Aurora College in 2023



Please note:

The information presented in this checklist should be read in conjunction with the following **key documents**:

- Enrolment principles
- Common timetable template for 2023
- Common timetable template for 2023 – requirements
- Aurora College Coordinator statement of duties
- Student technology guidelines.

These documents and other support materials are available on the partner school information page of the Aurora College website <https://aurora.schools.nsw.gov.au/partner-schools/resources-for-partner-schools.html>

I have:	Date due	Date completed
<ul style="list-style-type: none">• received notification from Aurora College of confirmed Year 5 co-enrolment(s) in 2023.	28 January 2023	
<ul style="list-style-type: none">• reviewed the five documents listed above and have checked that key staff have done the same.	1 February 2023	
<ul style="list-style-type: none">• held an initial planning meeting with my team to discuss the Aurora College model for 2023 and the implications for our school timetable.	3 February 2023	
<ul style="list-style-type: none">• noted any additional support my team will require in aligning our timetable with the common timetable template for 2023 and have notified the Aurora staff member listed at the end of this document.	3 February 2023	
<ul style="list-style-type: none">• consulted with my team and approved their choice of Group that our Year 5 co-enrolment(s) will be placed in.	6 February 2023	
<ul style="list-style-type: none">• forwarded the Group choice for our Year 5 co-enrolment(s) to the Aurora staff member listed on the next page.	6 February 2023	
<ul style="list-style-type: none">• provided my team with the name of the teacher who will be provided with an allocation (funded by Aurora College) to fulfil the role of Aurora College Coordinator at our school in 2023 and forwarded these details to Aurora College.	6 February 2023	
<ul style="list-style-type: none">• monitored that my timetable team has constructed our timetable to ensure all co-enrolment(s) in Year 5 (2023) are timetabled to attend all Aurora lessons in the selected Group and are able to attend all partner school lessons (excluding Mathematics and Science and Technology)	7 February 2023	
<ul style="list-style-type: none">• checked that my team has 'roomed' our co-enrolment(s) in a suitable area of the school where each student is able to connect to Aurora's virtual learning environment on a Department computer, connected to the network via Ethernet cable. (See <i>Student technology guidelines</i> for details)	7 February 2023	

For further information, please contact:

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