

# Aurora College Coordinator checklist

Secondary partner schools in 2023



## Please note:

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

- Enrolment principles
- Common timetabling principles 2023
- Common timetable template for 2023
- Common timetable template for 2023 – requirements
- Science practical program
- Aurora College Coordinator statement of duties
- Student technology guidelines
- 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:	Recommended date	Date completed
<ul style="list-style-type: none"><li>• reviewed the <b>key documents</b> listed above.</li></ul>	11 November 2022	
<ul style="list-style-type: none"><li>• checked that the school timetable team is aware that I am entitled to an allocation (funded by Aurora College) to undertake the role of Aurora College Coordinator at our school. See <i>Aurora College Coordinator statement of duties</i> for details.</li></ul>	11 November 2022	
<ul style="list-style-type: none"><li>• introduced myself to the science teacher(s) at my school who will be provided with an allocation (funded by Aurora College) to deliver the science practical program to our co-enrolments. See <i>Science practical program</i> for details.</li></ul>	11 November 2022	
<ul style="list-style-type: none"><li>• obtained from the school timetable team the names of all students co-enrolled with Aurora College and a list of the subjects that they will be studying.</li></ul>	4 November 2022	
<ul style="list-style-type: none"><li>• introduced myself to any current Aurora College co-enrolments at my school and have explained my role to them.</li></ul>	19 November 2022	
<ul style="list-style-type: none"><li>• obtained from the school timetable team a copy of the integrated timetable of each co-enrolled student, showing clearly when each student is attending Aurora College lessons and lessons at our school. <b>Please note:</b> Student timetables should have been constructed to ensure that co-enrolments in:<ul style="list-style-type: none"><li>○ Years 7 to 10 are timetabled to attend all Aurora lessons in English, mathematics and science; have one timetabled science practical period per fortnight per Stage; are able to attend all partner school lessons (excluding English, mathematics and science); have the allocated recess and lunch breaks at our school.</li><li>○ Years 11 and 12 are timetabled to attend all their Aurora lessons; are able to attend all partner school lessons; and have the allocated recess and lunch breaks at our school.</li></ul>Please note: Stage 6 students studying Biology, Earth and</li></ul>	2 December 2022	

Environmental Science, Physics or Chemistry with Aurora must also have one 50-minute practical lesson allocated per subject per fortnight.		
<ul style="list-style-type: none"> <li>checked that the school timetable team has 'roomed' our co-enrolments 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.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>liaised with the school's Computer Coordinator to ensure that the Aurora College workspace has been set-up as per the <i>Student technology guidelines</i>.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>checked that the school timetable team has 'roomed' science practical periods for each Stage in a laboratory.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>checked that the Principal has forwarded copies of the integrated timetable of each co-enrolled student as an attachment in an email to one of the two Aurora staff members listed below.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>received my school's unique Sentral logon and password from <a href="mailto:AuroraCollegeITSupport@det.nsw.edu.au">AuroraCollegeITSupport@det.nsw.edu.au</a> and have successfully logged-on to the system.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>distributed student equipment issued by Aurora College (including a webcam and headset) to each student.</li> </ul>	31 January 2023 (Eastern Division) 7 February 2023 (Western Division)	
<ul style="list-style-type: none"> <li>introduced myself to new co-enrolments and explained my role to them. I have ensured that new and current Aurora College students: <ul style="list-style-type: none"> <li>understand their timetable</li> <li>are familiar with their Aurora College workspace</li> <li>are able to connect their webcam and headset</li> <li>are able to logon to their Aurora College virtual classrooms.</li> </ul> </li> </ul>	31 January 2023 (Eastern Division) 7 February 2023 (Western Division)	
<ul style="list-style-type: none"> <li>ensured that students successfully logon to their first Aurora College lesson in their virtual classroom.</li> </ul>	31 January 2023 (Eastern Division) 7 February 2023 (Western Division)	
<ul style="list-style-type: none"> <li>received a Student Timetable Plan template for each co-enrolment from <a href="mailto:scott.new@det.nsw.edu.au">scott.new@det.nsw.edu.au</a></li> </ul>	3 February 2023	

**Please note:** Ongoing duties throughout 2023 are listed in Aurora College Coordinator statement of duties.

**For further information, please contact:**

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