

# Director Educational Leadership checklist

Assisting secondary schools to partner 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 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.

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>).

The secondary principal has:	Recommended date	Date completed
<ul style="list-style-type: none"> <li>• received notification from Aurora College of possible Year 7 co-enrolments in 2023.</li> </ul>	26 August 2022	
<ul style="list-style-type: none"> <li>• reviewed the <b>key documents</b> listed above and has checked that his/her timetable team has done the same.</li> </ul>	2 September 2022	
<ul style="list-style-type: none"> <li>• held an initial planning meeting with his/her timetable team to discuss the Aurora College model for 2023 and the implications for their school timetable.</li> </ul>	9 September 2022	
<ul style="list-style-type: none"> <li>• noted any additional support his/her timetable team will require in aligning their timetable with the common timetable template for 2023 and has notified the Aurora staff member listed on the second page of this document.</li> </ul>	Ongoing	
<ul style="list-style-type: none"> <li>• provided his/her timetable team with a list of Year 12 students who are applying (with his/her approval) to study subject(s) with Aurora College from Term 4, 2022.</li> </ul>	Ongoing (from 18 July to 9 September 2022)	
<ul style="list-style-type: none"> <li>• provided his/her timetable team with a list of Year 11 students who are applying (with his/her approval) to study subject(s) with Aurora College in 2023.</li> </ul>	Ongoing (from 18 July to 21 October 2022)	
<ul style="list-style-type: none"> <li>• received notification from Aurora College of any new Year 8 to 10 co-enrolments in 2023.</li> </ul>	5 August 2022	
<ul style="list-style-type: none"> <li>• received confirmation from Aurora College of any Year 12 co-enrolments in 2023.</li> </ul>	12 September 2022	
<ul style="list-style-type: none"> <li>• provided his/her timetable team with a list of students, their Year level and the subject(s) they will be studying with Aurora College in 2023.</li> </ul>	12 September 2022	
<ul style="list-style-type: none"> <li>• consulted with his/her timetable team and approved their choice of Groups that Year 7 to 10 co-enrolments will be placed in.</li> </ul>	7 October 2022	

<ul style="list-style-type: none"> <li>forwarded the Group choice for our Year 7 to 10 co-enrolments to the Aurora staff member listed on the next page.</li> </ul>	7 October 2022	
<ul style="list-style-type: none"> <li>received confirmation from Aurora College of any Year 11 co-enrolments in 2023.</li> </ul>	31 October 2022	
<ul style="list-style-type: none"> <li>provided his/her timetable team with a list of any confirmed Year 11 co-enrolments and the subject(s) they will be studying with Aurora College in 2023.</li> </ul>	31 October 2022	
<ul style="list-style-type: none"> <li>decided in consultation with his/her timetable team and Head Teacher Science which science teacher(s) at his/her school will be provided with an allocation (funded by Aurora College) to deliver the science practical program to his/her co-enrolments in 2023.</li> </ul>	4 November 2022	
<ul style="list-style-type: none"> <li>provided his/her timetable 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 his/her school in 2023.</li> </ul>	4 November 2022	
<ul style="list-style-type: none"> <li>monitored his/her timetable team in the creation of a timetable that ensures all co-enrolments in: <ul style="list-style-type: none"> <li>Years 7 to 10 are timetabled to attend all Aurora lessons in the selected Group; 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> <p><b>Please note:</b> Stage 6 students studying Biology, Earth and Environmental Science, Physics or Chemistry with Aurora must also have one 50-minute practical lesson allocated per subject per fortnight.</p> </li> </ul>	Check points: 21 October 2022 11 November 2022  Final check 2 December 2022	
<ul style="list-style-type: none"> <li>checked that his/her timetable team has 'roomed' 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>checked that his/her 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>received from his/her 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 their home school.</li> </ul>	2 December 2022	
<ul style="list-style-type: none"> <li>forwarded: the names and contact details of the Aurora College Coordinator and Science Practical Teacher; and copies of the integrated timetable of each co-enrolled student as an attachment in an email to the Aurora staff member listed below.</li> </ul>	2 December 2022	

**For further information, please contact:**

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