

# Principal checklist (Primary)

Partnering with Aurora College in 2025



## Please note:

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

- Enrolment principles
- Common timetable template for 2025
- Common timetable template for 2025 – 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"><li>• reviewed the five documents listed above and have checked that key staff have done the same.</li></ul>	28 October 2024	
<ul style="list-style-type: none"><li>• held an initial planning meeting with my team to discuss the Aurora College model for 2025 and the implications for our school timetable.</li></ul>	28 October 2024	
<ul style="list-style-type: none"><li>• consulted with my team and approved their choice of Group for our co-enrolment(s).</li></ul>	28 October 2024	
<ul style="list-style-type: none"><li>• forwarded the Group choice for our co-enrolment(s) to Scott New (<a href="mailto:scott.new@det.nsw.edu.au">scott.new@det.nsw.edu.au</a>)</li></ul>	28 October 2024	
<ul style="list-style-type: none"><li>• forwarded to Scott New (<a href="mailto:scott.new@det.nsw.edu.au">scott.new@det.nsw.edu.au</a>) the name and contact details 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 2025.</li></ul>	8 November 2024	
<ul style="list-style-type: none"><li>• monitored that my timetable team has constructed our timetable to ensure all co-enrolment(s) 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).</li></ul>	9 December 2024	
<ul style="list-style-type: none"><li>• 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 Student technology guidelines for details)</li></ul>	9 December 2024	

### For further information, please contact:

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