

ORIENTATION CHECKLIST

About your school

Who's who at the school	
<input type="checkbox"/>	Meet the school leadership team.
<input type="checkbox"/>	Clarify your line supervisor.
<input type="checkbox"/>	Meet support and ancillary staff.
<input type="checkbox"/>	Meet a mentor or buddy teacher.
<input type="checkbox"/>	Organise times to meet with your mentor.
<input type="checkbox"/>	Meet staff in your teaching area.
<input type="checkbox"/>	Meet relevant district staff such as Advisory Visiting Teachers.
<input type="checkbox"/>	Understand process for using volunteers in your classroom.
<input type="checkbox"/>	Identify opportunities for community involvement.
School procedures	
<input type="checkbox"/>	Understand the school-wide behaviour plan.
<input type="checkbox"/>	Understand the school-wide pedagogical framework.
<input type="checkbox"/>	Clarify the procedures for documenting and recording student incidents.
<input type="checkbox"/>	Clarify the procedures of collecting and handling money.
<input type="checkbox"/>	Read the Excursion Policy.
<input type="checkbox"/>	Clarify your hours of duty with your supervisor or Principal.
<input type="checkbox"/>	Clarify marking the roll/absentees, use of codes and roll marking procedure.
<input type="checkbox"/>	Obtain whole school timetables including specialist lessons, sport, assembly/support times.
<input type="checkbox"/>	Obtain bell times and understand the rules for moving around the school.
<input type="checkbox"/>	Identify playground duty areas and your responsibilities including identifying out-of-bounds areas.
<input type="checkbox"/>	Discuss lunch break procedures with supervisor.
<input type="checkbox"/>	Obtain school policy for students entering/leaving the classroom.
<input type="checkbox"/>	Read emergency procedures – fire, bomb, lockdown and check that the procedures are displayed in your classroom.
<input type="checkbox"/>	Obtain a copy of the school's assessment policy (for secondary schools only).
<input type="checkbox"/>	Clarify booking procedures for shared resources such as the computer lab, library, multimedia room.
<input type="checkbox"/>	Obtain information about the textbook hire scheme (for secondary schools only).
<input type="checkbox"/>	Locate first aid kit and guidelines for collecting and dispensing medication.



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Internal communication

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| <input type="checkbox"/> | Note staff meeting times and venue. |
| <input type="checkbox"/> | Ask about communication procedures including daily or weekly notices, newsletters, intranet, and student notices. |
| <input type="checkbox"/> | Locate pigeon holes. |
| <input type="checkbox"/> | Obtain staff directory/telephone numbers. |
| <input type="checkbox"/> | Seek guidance on using the telephone system. |
| <input type="checkbox"/> | Ask the procedure for calling in sick. |
| <input type="checkbox"/> | Obtain a copy of the school calendar of events. |

External communication

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| <input type="checkbox"/> | Review copies of past parent newsletters from the school. |
| <input type="checkbox"/> | Obtain copies of any parent letters relating to your class. |
| <input type="checkbox"/> | Ask about the external communication protocols. |
| <input type="checkbox"/> | Visit the school website and familiarise yourself with the information and resources available. |

