

ORIENTATION CHECKLIST

Administration

Before you begin working at a school	
<input type="checkbox"/>	On arrival to the school, sign in and introduce yourself.
<input type="checkbox"/>	Organise for a suitable time to meet with the administration staff to complete necessary paperwork including: <ul style="list-style-type: none">• Staff Details Form• Commencement Advice Form• Superannuation Form.
<input type="checkbox"/>	Provide a copy of your: <ul style="list-style-type: none">• Queensland College of Teachers Certificate of Registration and Teacher Registration Card• tax file number• bank details of the account you want to be paid into• departmental employee number (if known)• first aid certificate• CPR certificate• any other relevant documentation.
<input type="checkbox"/>	Provide emergency contact details and any other relevant information to administration staff. For example, medical (allergies).
<input type="checkbox"/>	If possible, obtain a copy of your class timetable.
<input type="checkbox"/>	Obtain a copy of the school's induction booklet and enrolment pack so you can familiarise yourself with the school's priorities, vision, goals and expectations.
<input type="checkbox"/>	Obtain room keys and any security codes.
<input type="checkbox"/>	Obtain computer network login details, internet and email access.
<input type="checkbox"/>	Obtain a map of the school grounds.
<input type="checkbox"/>	Obtain a copy of the staff directory and important phone numbers.
<input type="checkbox"/>	Find the school calendar of events.
<input type="checkbox"/>	Obtain details of your class allocation/list.
<input type="checkbox"/>	Obtain a copy of student booklist/s.

