

Aurora College Coordinator checklist

Partnering with Aurora College in 2020



Please note:

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

- Enrolment principles
- Common timetable template for 2020
- Common timetable template for 2020 – 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 (<http://www.aurora.nsw.edu.au/partner-school-information/>).

I have:	Recommended date	Date completed
<ul style="list-style-type: none"> • reviewed the six key documents listed above. 	15 November 2019	
<ul style="list-style-type: none"> • 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. 	15 November 2019	
<ul style="list-style-type: none"> • 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. 	15 November 2019	
<ul style="list-style-type: none"> • 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. 	22 November 2019	
<ul style="list-style-type: none"> • introduced myself to any current Aurora College co-enrolments at my school and have explained my role to them. 	22 November 2019	
<ul style="list-style-type: none"> • 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. <p>Please note: Student timetables should have been constructed to ensure that co-enrolments in:</p> <ul style="list-style-type: none"> ○ 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. ○ 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. <p>Please note: Stage 6 students studying physics or chemistry with Aurora must also have one 50-minute practical lesson allocated per subject per fortnight.</p>	6 December 2019	

<ul style="list-style-type: none"> 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. 	6 December 2019	
<ul style="list-style-type: none"> 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>. 	6 December 2019	
<ul style="list-style-type: none"> checked that the school timetable team has 'roomed' science practical periods for each Stage in a laboratory. 	6 December 2019	
<ul style="list-style-type: none"> 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. 	6 December 2019	
<ul style="list-style-type: none"> received my school's unique Sentral logon and password from AuroraCollegeITSupport@det.nsw.edu.au and have successfully logged-on to the system. 	6 December 2019	
<ul style="list-style-type: none"> distributed student equipment issued by Aurora College (including a webcam and headset) to each student. 	29 January 2020 (Eastern Division) 5 February 2020 (Western Division)	
<ul style="list-style-type: none"> 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"> understand their timetable are familiar with their Aurora College workspace are able to connect their webcam and headset are able to logon to their Aurora College virtual classrooms. 	29 January 2020 (Eastern Division) 5 February 2020 (Western Division)	
<ul style="list-style-type: none"> ensured that students successfully logon to their first Aurora College lesson in their virtual classroom. 	29 January 2020 (Eastern Division) 5 February 2020 (Western Division)	
<ul style="list-style-type: none"> received a Student Timetable Plan template for each co-enrolment from gregory.smith1@det.nsw.edu.au 	7 February 2020	

Please note: Ongoing duties throughout 2020 are listed in Aurora College Coordinator statement of duties.

For further information, please contact:

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