**Orientation Day Agenda**

The agenda for the Orientation Day could include:

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| **Activity** | **Responsibility** |
| **Welcome** | Principal |
| **Orientation Information**   * School context – culture, philosophy, delivered by Principal/Assistant Principal * Overview of the Welcome Pack - a chance for new teachers to ask questions * A picture of the students and community looking at cultural backgrounds, NAPLAN results, particular strengths, e.g. music, sport, science. This should be done in a lively and positive way, perhaps using photos and DVD. | Principal/Assistant Principal  Principal/Assistant Principal  Curriculum Coordinator |
| **A tour of the school** with buddies on the way to morning tea | Buddies |
| Morning Tea and introductions with school staff |  |
| **Introduction to the most important policies**   * Student Code of Conduct, Bullying and Harassment (staff and students). It provides an opportunity to establish guidelines about the behaviour expected from teachers at the school. * Some practical classroom scenarios to discuss in small groups with plenary panel of Coordinators. Remember to include scenarios that involve mandatory reporting situations. | Year Level Coordinators and/or Welfare Coordinators |
| Lunch |  |
| **Curriculum Focus**  Time to meet with Curriculum Area Convenors/Team Leaders looking at curriculum outlines and resources. | Curriculum Area Conveners/Team Leaders |
| Afternoon Tea |  |
| **Administrative information**   * + School Communication processes   + Using Edumail and School Intranet   + Keys, photocopying and printing   + Security of belongings   + Personal property liability   + Car parking   + Health/medication protocol | Business Manager/Office Staff |
| **Program for first day back and induction activities for first week** | Principal |
| Closing and Farewell | Principal |