**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 PrincipalPrincipal/Assistant PrincipalCurriculum 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 |