**Welcome Pack checklist**

Select the content from the list below which would be most appropriate to the individual and only include what the new staff member needs at that time.

* Welcome letter from the principal
* Where to report, and to whom, on the first day
* Job description and employment conditions
* DET’s values and Code of Conduct and VIT’s Code of Conduct and Ethics
* Guide for Beginning Teachers
* Information about the school and its community including the School Strategic and Annual Implementation Plans
* Any available information about class/workload allocation
* School procedures and policies
* Plan of the school
* Organisational chart – photos of key personnel are helpful
* School structures – key committees and decision-making
* Staff list and roles
* Calendar of school events and holiday dates
* Daily routines including arrival and departure times, bell times, staff meetings, photocopying, keys, wet day timetable, yard duty, lunch orders, kitchen duty, absence process