

# ORIENTATION CHECKLIST

## Day one

<b>Organisation</b>	
<input type="checkbox"/>	Understand that you may need to make yourself available to meet parents, staff and volunteers.
<input type="checkbox"/>	Have a copy of your class roll so you can write down any information that parents may tell you about their child.
<input type="checkbox"/>	Plan some getting to know you/icebreaker activities for the start of the day/lessons.
<input type="checkbox"/>	Over plan your lessons as you will be getting to know your students and the different academic levels within your classroom.
<input type="checkbox"/>	Establish your classroom and behavioural expectations with students upfront.
<input type="checkbox"/>	Understand your student cohort, and where required, cater for students with diverse learning needs.
<input type="checkbox"/>	Obtain room cleaning details and end-of-day process.
<b>Teaching space</b>	
<input type="checkbox"/>	Have spare equipment/books if necessary for students who may not have a booklist yet.
<input type="checkbox"/>	Have some visual stimuli up in the classroom (for example, posters for subject areas).
<input type="checkbox"/>	If you're working in a primary school, organise to place an activity on each students' desk that they can complete while parents and students are coming in at the start of the day.
<b>Other</b>	
<input type="checkbox"/>	Refer to Face-to-Face Meeting checklist and Administration checklist to ensure all necessary information has been provided and collected.
<input type="checkbox"/>	At the end of the day, create a to-do list. Remember, not all things on this list need to be done straight away and may be done over the week/term.
<input type="checkbox"/>	Take time to reflect on your first day.

