

# Principal checklist (Primary)

Partnering with Aurora College in 2026



AURORA  
COLLEGE

## Please note:

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

- Enrolment principles
- Common timetable template for 2026
- Common timetable template for 2026 – requirements
- 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 <https://aurora.schools.nsw.gov.au/partner-schools/resources-for-partner-schools.html>.

I have:	Date due	Date completed
<ul style="list-style-type: none"><li>• reviewed the five documents listed above and have checked that key staff have done the same.</li></ul>	3 November 2025	
<ul style="list-style-type: none"><li>• held an initial planning meeting with my team to discuss the Aurora College model for 2026 and the implications for our school timetable.</li></ul>	3 November 2025	
<ul style="list-style-type: none"><li>• consulted with my team and approved their choice of Group for our co-enrolment(s).</li></ul>	3 November 2025	
<ul style="list-style-type: none"><li>• forwarded the Group choice for our co-enrolment(s) to Tegan Xenos (<a href="mailto:timetables@aurora.nsw.edu.au">timetables@aurora.nsw.edu.au</a>)</li></ul>	3 November 2025	
<ul style="list-style-type: none"><li>• forwarded to Tegan Xenos (<a href="mailto:timetables@aurora.nsw.edu.au">timetables@aurora.nsw.edu.au</a>) the name and contact details of the teacher who will be provided with an allocation (funded by Aurora College) to fulfil the role of Aurora College Coordinator at our school in 2026.</li></ul>	7 November 2025	
<ul style="list-style-type: none"><li>• monitored that my timetable team has constructed our timetable to ensure all co-enrolment(s) are timetabled to attend all Aurora lessons in the selected Group and are able to attend all partner school lessons (excluding Mathematics and Science and Technology).</li></ul>	5 December 2025	
<ul style="list-style-type: none"><li>• checked that my team has 'roomed' our co-enrolment(s) 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 Student technology guidelines for details)</li></ul>	5 December 2025	

### For further information, please contact:

Tegan Xenos (Head Teacher Secondary Studies, Aurora College)

Email: [timetables@aurora.nsw.edu.au](mailto:timetables@aurora.nsw.edu.au)

Phone: 1300 270 231