Principal checklist (Primary)

Partnering with Aurora College in 2027

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 2027
- Timetable requirements for 2027
- 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 .

Central Schools that operate schoolwide timetables and also have shared students in Years 7–12 are advised to check the checklists and relevant document for Secondary schools.

I have:	Date due	Date completed
• received notification from Aurora College of confirmed new co-enrolment(s) for 2027.	4 September 2026	
• reviewed the documents listed above and have checked that key staff have done the same.	12 October 2026	
• consulted with my team and approved their choice of Group for our co-enrolment(s) and forwarded this Group choice to Aurora College's Head Teacher Secondary Studies (timetables@aurora.nsw.edu.au).	12 October 2026	
• held an initial planning meeting with my team to discuss the Aurora College model for 2027 and the implications for our school timetable.	6 November 2026	
• noted any additional support my team will require in aligning our timetable with the common timetable template and notified the Aurora College Head Teacher Secondary Studies if support is required.	6 November 2026	
• forwarded to Aurora College 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 2027.	13 November 2026	
• ensured all co-enrolment(s) are timetabled to attend all Aurora College lessons in the selected Group and are able to attend all partner school lessons (excluding Mathematics and Science and Technology) and have appropriate recess and lunch breaks.	4 December 2026	
• 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).	4 December 2026	

For further information, please contact:

David Wassink (Head Teacher Secondary Studies, Aurora College)

Email: timetables@aurora.nsw.edu.au | Phone: 1300 270 231