Director Educational Leadership checklist

Assisting secondary schools to partner with Aurora College in 2027

Rural and Remote Schools

Please note:

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

- Enrolment principles
- Common timetabling principles
- Common timetable templates for 2027
- Timetable requirements for 2027
- Science practical program
- 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).

TERM THREE 2026		
The secondary principal has:	**Recommended date**	**Date completed**
• received notification from Aurora College of possible Year 7 co-enrolments in 2027.	25 August 2026	
• reviewed the **key documents** listed above and has checked that school timetable team have done the same.	28 August 2026	
• held an initial planning meeting with their timetable team to discuss the Aurora College model for 2027 and the implications for their school timetable.	4 September 2026	
• noted any additional support their timetable team will require in aligning their timetable with the common timetable template for 2027 and has notified the Aurora College Head Teacher Secondary Studies.	Ongoing	
• provided their timetable team with a list of Year 12 students who are applying (with the principal's approval) to study subject(s) with Aurora College from Term 4, 2026.	Ongoing (from 20 July to 11 September 2026)	
• provided their timetable team with a list of Year 11 students who are applying (with the principal's approval) to study subject(s) with Aurora College in 2027.	Ongoing (from 20 July to 16 October 2026)	
• received notification from Aurora College of any new Year 8 to 10 co-enrolments in 2027.	10 August 2026	
• received confirmation from Aurora College of any Year 12 co-enrolments in 2027.	14 September 2026	
• provided their timetable team with a list of students, their Year level and the subject(s) they will be studying with Aurora College in 2027.	14 September 2026	

TERM FOUR 2026		
• consulted with their timetable team and approved the choice of Groups that Year 7 to 10 co-enrolments will be placed in.	12 October 2026	
• forwarded the Group choice for our Year 7 to 10 co-enrolments to the Aurora College Head Teacher Secondary Studies.	12 October 2026	
• received confirmation from Aurora College of any Year 11 co-enrolments in 2027 and provided their timetable team with a list of these students and the subject(s) they will be studying with Aurora College in 2027.	26 October 2026	
• decided in consultation with their timetable team and Head Teacher Science which science teacher(s) at their school will be provided with an allocation (funded by Aurora College) to deliver the science practical program to their co-enrolments in 2027.	30 October 2026	
• provided their timetable team with the name of the teacher who will be provided with an allocation (funded by Aurora College) to fulfil the role of Aurora College Coordinator at their school in 2027.	30 October 2026	
• monitored their timetable team in the creation of a timetable that ensures all co-enrolments in: ○ Years 7 to 10 are timetabled to attend all Aurora lessons in the selected Group; have one timetabled science practical period per fortnight per Stage; are able to attend all partner school lessons (excluding English, mathematics and science); have the allocated recess and lunch breaks at our school. ○ Years 11 and 12 are timetabled to attend all their Aurora lessons; are able to attend all partner school lessons; and have the allocated recess and lunch breaks at our school. **Please note**: Stage 6 students studying Biology, Earth and Environmental Science, Physics or Chemistry with Aurora College must also have one 50-minute practical lesson allocated per subject per fortnight.	Check points: 19 October 2026 9 November 2026 Final check 27 November 2026	
• checked that their timetable team has 'roomed' co-enrolments 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)	27 November 2026	
• checked that their timetable team has 'roomed' science practical periods for each Stage in a laboratory.	27 November 2026	
• received from their timetable team a copy of the integrated timetable of each co-enrolled student, showing clearly when each student is attending Aurora College lessons and lessons at their home school.	27 November 2026	
• forwarded: the names and contact details of the Aurora College Coordinator and Science Practical Teacher; and copies of the integrated timetable of each co-enrolled student as an attachment in an email to the Aurora staff member listed below.	27 November 2026	

For further information, please contact:

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