Aurora College Coordinator checklist

Secondary partner schools in 2027

Metropolitan Schools and Schools in Large Regional Centres

Please note:

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

- Enrolment principles
- Common timetabling principles 2027
- 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 FOUR 2026		
I have:	**Recommended date**	**Completed**
• reviewed the **key documents** listed above.	6 November 2026	
• introduced myself to the science teacher(s) at my school who will deliver the science practical program to our co-enrolments. See *Science practical program* for details.	6 November 2026	
• obtained from the school timetable team the names of all students co-enrolled with Aurora College and a list of the subjects that they will be studying.	6 November 2026	
• introduced myself to any current Aurora College co-enrolments at my school and have explained my role to them.	13 November 2026	
• obtained from the school 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 our school. **Please note:** Student timetables should have been constructed to ensure that co-enrolments 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 Physics or Chemistry with Aurora must also have one 50-minute practical lesson allocated per subject per fortnight.	27 November 2026	
• checked that the school timetable team has 'roomed' our 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	
• liaised with the school's IT Coordinator to ensure that the Aurora College workspace has been set up, per the *Student technology guidelines.*	27 November 2026	

• checked that the school timetable team has 'roomed' science practical periods for Chemistry and Physics in a laboratory.	27 November 2026	
• checked that the Principal has forwarded copies of the integrated timetable of each co-enrolled student as an attachment in an email to timetables@aurora.nsw.edu.au.	27 November 2026	
• received my unique Constellation logon and password from support@aurora.nsw.edu.au and have successfully logged-on to the system.	27 November 2026	
TERM ONE 2027		
• distributed student equipment issued by Aurora College (including a webcam and headset) for each student, in the students' designated Aurora College workspace.	1 February 2027	
• introduced myself to new co-enrolments and explained my role to them. I have ensured that all new and current Aurora College students: ○ understand their timetable ○ are familiar with their Aurora College workspace ○ are able to connect their webcam and headset ○ are able to log into their Aurora College virtual classrooms.	3 February 2027	
• ensured that students have successfully logged into their first Aurora College lesson for 2027 in their virtual classroom.	4 February 2027	
• submitted an Attendance Plan for each student through Constellation, indicating any timetable clashes.	15 February 2027	

Please note: Ongoing duties throughout 2027 are listed in ***Aurora College Coordinator statement of duties***.

For further information, please contact:

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