Director Educational Leadership checklist

Assisting secondary schools to partner with Aurora College in 2027

AURORA COLLEGE

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
- 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**
• 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 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)	
• sought my endorsement if required for any student applications, including: ○ more than three students applying for one course for which the school has staff qualified to teach ○ students applying for a course that the school has run face-to-face for the previous two years and proposes to stop running ○ any individual student applying for more than two Aurora College Stage 6 courses	Ongoing (from 20 July to 16 October 2026)	
TERM FOUR 2026		
• received confirmation from Aurora College of any Year 11 co-enrolments in 2027.	23 October 2026	
• provided their timetable team with a list of any confirmed Year 11 co-enrolments and the subject(s) they will be studying with Aurora College in 2027.	23 October 2026	

• decided in consultation with their timetable team and Head Teacher Science which science teacher(s) at their school will deliver the science practical program to co-enrolments in Physics and Chemistry for 2027.	30 October 2026	
• provided their timetable team with the name of the teacher who will 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 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 their 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.	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 Head Teacher Secondary Studies at Aurora College.	27 November 2026	

For further information, please contact:

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