Timetable team checklist

Aligning your secondary timetable 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		
I have:	**Recommended date**	**Date completed**
• reviewed the **key documents** listed above.	28 August 2026	
• held an initial planning meeting with my principal to discuss the Aurora College model for 2027 and the implications for our school timetable.	4 September 2026	
• identified any additional support I will require in aligning our timetable with the common timetable template for 2027 and have notified my principal.	Ongoing	
• obtained from my principal 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)	
TERM FOUR 2026		
• obtained from my principal a list of any confirmed Year 11 co-enrolments and the subject(s) they will be studying with Aurora College in 2027 and identified the Aurora College subject lines.	23 October 2026	
• obtained from my principal the details of the science teacher(s) at our school who will be provided with an allocation to deliver the science practical program to our co-enrolments in 2027.	30 October 2026	
• obtained from my principal the details of the teacher who will fulfil the role of Aurora College Coordinator at our school in 2027.	30 October 2026	
• constructed our timetable to ensure that all co-enrolments in 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 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	

• '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	
• 'roomed' science practical periods for Chemistry & Physics in a laboratory.	27 November 2026	
• provided a copy of the integrated timetable of each co-enrolled student to my principal and Aurora College Coordinator, showing clearly when each student is attending Aurora College lessons and lessons at our school.	27 November 2026	

For further information, please contact:

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