

Things to attend to in the first few weeks of the school year

Ensure that that red wall folder is visible in the classroom with sections labelled and documents posted as soon as practicable. This red wall folder is the key point of contact for hard copy materials for relief and visiting staff including specialist teachers so needs to be complete and well organised.

Environment

- Desks named and organised
- Desks and chairs suited to students - see advice from physio
- Furniture and environment suited to student preferences and needs e.g., light, sound, crowds, absence of clutter, but still stimulating and interesting to promote engagement, attention and appropriate levels of cognitive load

Medical supports

- Seizure observation records
- Student plans
- Schedule of medication administration – except for Ventolin and adrenalin/Epi Pen, medication is stored in the office and administered there (check if in doubt)
- Protocols checked
- Rescue plan published, staff trained, checked
- Team aware and confident of requirements

Schedules and timetables

- Class timetable to Principal by start week 2 for inclusion in the whole school timetable, sign-off by HOD-C and Principal, and posting in red wall folder, and distribution in text and symbols for parent/family and student use
- Teacher aide breaks organised and submitted to Principal by start week 3

Curriculum

- Whole school plan checked
- Band and unit plans checked
- Lesson plans organised aligned to three levels of planning using school plan options
- Check in with therapists by start week 3 re. therapy approvals from parents
- Be aware of the legislated obligation for schools and teachers to engage students in learning towards curriculum and personalised learning goals for 25 hours per week plus 5 hours of break time per week

Training and development

- Mandatory training completed and certificates to Principal by end week 2
- Professional development improvement plan and additional employment/conflict of interest plan for teachers, school leaders, guidance officers, therapists based at site, BSM to School Leader by end first week March
- Professional/capability improvement plan

Teaching strategies

- Individual Student Support Notes compiled / updated to inform personalised learning plans
- Visual schedules by start week 2
- Student positive reinforcement inventories by start week 2 and positive reinforcement schedules in place by end week 2