

## **FIRST DAY PROCEDURES**

### SUGGESTIONS FOR SENIOR TEAM LEADERS

First Meeting with Team Members on T.O.D.

1. Introduction to Classrooms
2. Issue Class Lists - any discussion necessary.
3. Duties: Teachers' Responsibilities. Procedures in this school. Block eating or wet day activities.
4. Team Routines: Set obvious ones, then a later discussion with Staff can amend - according to type of children etc – as Teachers become familiar with setup (e.g. no running in classrooms/no sitting on tables/messenger's manners)
5. Plan for the following – KiwiCan/Assembly/Library/Class Treaty
6. Introduction to Resources: Procedures for using these (Music/Teachers resource room/Science/P.E./Art/A.V).
7. Some Preplanned Work Units should be available for first 2-3 weeks, maybe around Key Competencies. Co-op planning to begin first or second week. No interchange/regrouping in first two weeks at least. Get to know own children and their parents as quickly as you can.
8. Work plans: Explained. First collection date given. Weekly or Fortnightly collection (give a set day) - after this (Refer to accompanying sheet). (\*\*You may wish to mention plans briefly then hold your next Team meeting on this topic). PCT Teachers begin with daily planning for first 2 to 4 weeks then on to weekly.
9. Give children plenty to do. Establish acceptable routines and work habits as a **TOP PRIORITY** over the first month (aim higher than high in this area). Group work in Reading & Maths begins on Day 2 (Wk 1)
10. Check ETAP records. Achievement, health, barriers etc
11. Note "School Policy" on Schooldocs. Highlight important sections on this day (rest to be read at their leisure).
12. Stationery – Free packs to be received for all students on Day 1.
13. Discuss: Lunch Eating System, Money Collection System / eTAP Attendance Register, Assemblies.
14. Children's Day One Procedure - all assemble outside hall when bell rings. Sia Mo'ui, Te Huringa, Te Roopu Reo Rua & O Le Taiala will then move to their own areas. Principal will call classes names. Teachers bring own list with them.
15. Give time for Teachers to settle into own areas / classrooms on this first day. Sort furniture, equipment etc.
16. DP's to assist with enrolments on first day.