**Checklists – New Positions – Classroom Teacher**

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| **Administration (Classroom) and Classroom** | | |
|  | Payroll (my forms) |  |
|  | Usernames/Passwords | See below |
|  | Meetings |  |
|  | Contact if sick |  |
|  | Kids with no photos published |  |
|  | Bell times | Start: Play:  Lunch: End of school: |
|  | Buses |  |
|  | Upcoming Events |  |
|  | How to take roll |  |
|  | Duty |  |
|  | First Aid cupboard location/bk |  |
|  | Teacher Aide Times |  |
|  | Office Staffed |  |
|  | Parents contact details |  |
|  | Alarm System |  |
|  | Absence Procedures |  |
|  | Emergency Procedures |  |
|  | Kids Allergies |  |
|  | Kids on Ritalin and pill times |  |
|  | RTLB/Special Ed |  |
|  | Class Roll/Year/Gender/Names |  |
|  | Religious Non Topics |  |
|  | Bible in Schools/R.I |  |
|  | Internet Boundaries (games etc) |  |
|  | Court Orders etc |  |
|  | Homework |  |
|  | Maths programme used |  |
|  | Other keys (PE/Pool etc) |  |
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| **CLASSROOM TEACHER** | Username | Password |
| Email |  |  |
| STEPS |  |  |
| Mathletics |  |  |
| EPIC |  |  |
| Teachers Laptop |  |  |
| Class Wifi Connection |  |  |
| Ipads ID |  |  |
| Ipad/ITunes ID |  |  |
| Prodigy  [www.prodigygame.com/play](http://www.prodigygame.com/play) |  |  |
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**Checklists – New Positions – Senior Management / Principal**

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| **Senior Management / Principal** | | |
|  | Payroll | Me Bus Controller Principal Authorisation (Payroll)  MOE Authorisation MOE Portal |
|  | Usernames/Passwords | See below |
|  | Meetings (BOT) |  |
|  | Copy of last BOT minutes/agenda and Principal’s Report |  |
|  | Relievers List |  |
|  | Kids with no photos published |  |
|  | Bell times | Start: Play:  Lunch: End of school: |
|  | Bus Times and Rolls |  |
|  | Upcoming Events |  |
|  | How to take roll |  |
|  | Duty |  |
|  | First Aid cupboard location/bk |  |
|  | Teacher Aide Days/Times |  |
|  | Office Days/Times |  |
|  | Parents contact details (whole school) |  |
|  | Alarm System |  |
|  | Absence Procedures |  |
|  | Emergency Procedures (whole school) |  |
|  | Civil Defence Contacts |  |
|  | Kids Allergies |  |
|  | Kids on Ritalin and pill times |  |
|  | Kids on other medications (not Ritalin) + Kids medication held at school |  |
|  | RTLB/Special Ed |  |
|  | School Roll/ Year/ Gender/ Names + All class rolls |  |
|  | Religious Non Topics |  |
|  | Bible in Schools/R.I |  |
|  | Internet Boundaries (games etc) |  |
|  | Court Orders etc |  |
|  | Staff Contact Details |  |
|  | Bus contact details |  |
|  | BOT Contact details |  |
|  | Maths programme used |  |
|  | Other keys (PE/Pool etc) |  |
|  | School Number |  |
|  | Principal/MOE Senior Advisor |  |
|  | Cluster schools contacts |  |
|  | 1st Aid certificates |  |
|  | Policies and Procedures folder  Including physical restraint |  |
|  | Teaching Certificates up to date |  |
|  | Staff job descriptions up to date |  |
|  | Staff appraisals up to date |  |
|  | SUE/Staffing Entitlements |  |
|  | Newsletters |  |
|  | Booster seats | Available: Required: |
|  | Pool care/checks |  |
|  | Safety Checks Folder |  |
|  | H&S Checks |  |
|  | Emergency Drills last done | Fire EQ Lockdown Tsunami |
|  | Last RAM form |  |
|  | Budget Codes/Allocations |  |
|  | PD Budget/Offerings to staff |  |
|  | COL |  |
|  | Relievers Folder (emergency procedures, class list, allergies etc) |  |
|  | Epi Pens |  |
|  | Out of school/trip parental permission procedures |  |
|  | Police Vets up to date | Support Staff Non Staff Contractors |
|  | Water Tests | When? Who? |
|  | Caretaker Hours/Contacts |  |
|  | Cleaner Hours/Contacts |  |
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| **Log-Ons - Principal** | Username | Password |
| Email |  |  |
| School MOE Portal |  |  |
| Roll |  |  |
| School Website |  |  |
| School Facebook |  |  |
| Principal’s Laptop |  |  |
| Wifi Connection/s |  |  |
| Office Computer |  |  |
| Office Email |  |  |
| Payroll |  |  |
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| **First Aid – Senior Management / Principal** | | |
|  | First Aid Kits | Up to date? How many kits? |
|  | Ritalin and kids on other medication locations (and list of which kids have what medicines and how much they take etc) |  |
|  | First Aid/Accidents book |  |
|  | Kids allergies forms (so all staff/relievers have a copy) |  |
|  | To update/purchase |  |
|  |  | EpiPen Junior Antihistamine  Stingnose (stings/bites) Kids Nurofen  Kids Panadol Kids Dimetapp  Ice Packs Gladwrap  1st Aid Book Bandages  Cremes Saline  Bottled Water Sweets (diabetes)  Kids smoothing cream |
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