

Tasks for the Staff Development Day / before meeting pupils for the first time

Participate fully in sessions and try to get to know people, especially other new teachers. You have an important contribution to make to the whole school and should not be put off by lack of experience. Fresh opinions often provide new ideas. Have a forward planner and diary readily available.

Checklist

The Pupils	Action Required	Completed
The probationer finds out about any pupil changes within their class(es), e.g. change of surname, new admittances since the summer etc.		
Know the procedures for welcoming pupils. Know whether to collect them (and where to collect them from) or if they come straight to your room.		
Know the arrangements for free meals and bus passes.		
Know the arrangements for whole school gatherings, e.g. assemblies.		
Make a seating plan of the class, it will help with getting to know the pupils.		
For secondary teachers, establish routines to be used with their registration class.		
Know about any other administrative arrangements necessary. Check these arrangements with other staff.		

Organisation of Resources	Action Required	Completed
Withdraw the correct number and type of jotters and other consumables from stock. Determine from other staff whether folders, binders or jotters are issued to senior pupils in secondary schools.		
Withdraw any books or materials that are required. (Certain resources may be located in the classrooms).		
Stock up on teacher consumables - pens, pencils, etc. Set up some system to make sure that they do not disappear.		
Organise all the resources that will be needed for the next day as far as possible.		
For primary teachers, write the names on each of the jotters for each subject and establish a system for storing each set of jotters centrally.		