***Droichead Welcome Pack***

***Post-primary***

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| **Sample School Information Templates** |
| Teacher Name |  |
| Teaching Council Registration Number  |  |
| School Name |  |
| School Address |  |
| School Roll number |  |
| School Phone Number |  |
| School Email |  |
| School Website |  |
| Principal |  |
| Deputy Principal(s) |  |
| Professional Support Team (PST) Members  |  |
| Droichead Induction Professional Learning Leader (PLL) |  |
| Droichead Induction Associate |  |
| Secretary |  |
| Caretaker |  |
| Designated Liaison Person (Child Protection) |  |
| Deputy Designated Liaison Person (Child Protection) |  |
| Special Educational Needs (SEN) Co-ordinator |  |
| English as an Additional Language (EAL) Co-ordinator |  |
| Guidance Counsellor |  |
| Chairperson B.O.M / Director of Schools (ETB) |  |
| Union Representative  |  |
| Public Transport Information  |  |

**School Map**

**My Timetable**

Class names and location of rooms

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| **Time** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |
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**Staff List**

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| **Name** | **Subject(s)** |
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**Posts of Responsibility**

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| **Name** | **Post** |
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**Subject Co-ordinators**

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| **Name** | **Subject** |
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**Year heads/Tutors**

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| **Year Group** | **Staff Involved** |
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**Support Staff**

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| **Names** |  |
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**Dates to Remember**

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| **Dates** |  |
| **Term 1:** August-December |  |
| October Mid-term Break |  |
| Christmas Examinations |  |
| Christmas Holidays |  |
| Other Important Dates |  |
| **Term 2:** January-Easter |  |
| Mock Examinations |  |
| February Mid-term Break |  |
| Easter Break |  |
| Other Important Dates |  |
| **Term 3:** Easter-Summer |  |
| Practical Examinations |  |
| Oral Examinations |  |
| Summer Examinations |  |
| State Examinations Commencement |  |
| Other Closures |  |
| Parent Teacher Meetings |  |
| Other Important Dates (Work Experience etc) |  |

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| **Event** | **Time** | **Arrangements** |
| Arrival of students |  |  |
| Assembly times |  |  |
| Coffee break |  | Student supervision |
| Lunch break |  | Student supervisionPermission to go home |
| Finish time for students |  | Escorting students off the premises, bus collection times, etc. |
| Exceptional arrangements (e.g. weather warnings etc.) |  |
| Access to toilets during breaks/class times |  |
| Accidents* Minor injury
* Serious injury
* Reporting and recording
 |  |
| * Policies and practices
* Homework policy: journal, recommended time per lesson
* Behaviour policy: rules, rewards, consequences
* Child Protection policy: DLP, DDLP
* Data protection: storage of data
* Healthy eating: permitted foods
* Extra-curricular: arrangement of trips/matches, first aid, supervision
* Examinations: exam supervision, procedures
* Mobile phones/Digital devises, Acceptable Usage Policy etc.
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**Daily Arrangements**

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| **Procedures for Staff** |
| In case of staff illness |  |
| In case of lateness |  |
| Substitution |  |
| Supervision |  |

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| **School Procedures** |
| Roll call/attendance |  |
| Student arrives late |  |
| Student is ill |  |
| Fire Drill |  |

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| **Accidents** |
| Immediate action |  |
| Reporting |  |

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| **Other Activities** |
| Contacting parents |  |
| Parent -Teachermeetings |  |

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| **Extra-Curricular Activities** |
| Permission |  |
| TransportArrangements |  |
| SubstitutionArrangements |  |

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| **Resources/Equipment** |
| Ordering equipment |  |
| Purchasing resources |  |
| Availability of curriculumresources, e.g. mathsequipment, art resources, etc. |  |
| Availability of audio-visualresources |  |
| Availability of lap-tops etc. |  |
| Availability of whiteboardmarkers, paper, dusters, etc. |  |
| Photocopying arrangements |  |
| Announcements for intercom |  |
| Keys |  |
| Cleaning supplies |  |
| Student records |  |
| Booklists |  |

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| **First Aid** |
| First Aid supplies |  |
| First Aid – trained staff |  |
| Defibrillator – locations |  |

**Record of Droichead** [**Induction Workshops**](https://onlinelearning.teacherinduction.ie/)**/other Professional Learning courses attended.**

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| **Date** | **Venue**  | **Title**  | **Follow up notes for NQT /PST professional conversations** |
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**Record of Initial Meeting with PST member(s), Principal and other NQTs**

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|  | **Actions Agreed** |
| Date and time of Meeting |  |
| Location |  |
| In attendance |  |
| Location and times for future PST Meetings |  |
| Policies/topics discussed |  |
| Key targets discussed for the school for this year |  |
| Child Protectionand Route of Referral discussed. DLP named |  |
| Protocols for Observations |  |
| Others |  |

**Template for Observation**

Sample Template

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| **Name of Teacher** | **Name of Observer** |
| Date:Year:Subject:Class: | Observation Focus:Notes made while observing: |
| **2 aspects which I learned about and might use/adapt for my own class** |
|  |  |
| **2 aspects which I found interesting** |
|  |  |
| **1 aspect that I would like to find out more about** |
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