



VISITING STAFF PLANNING CHECKLIST

This checklist is designed to assist you in creating a smooth and efficient learning program for your students.

Week 10.

- Seek School Principal approval.
- Download the 'Blackwood Planning Checklist'.
- Download the 'Curriculum Program Planner'.
- Download 'Blackwood Bus Booking' form.

Week 8.

- Submit the 'Curriculum Program Planner' to your Program Coordinator.
- Submit Blackwood Bus Booking form to Bus Coordinator

Administration Coordinator will make contact and outline required documents:

- Medical Consent
- Excursion Consent
- Student Medical Management plans
- Student Mobility needs

All forms due Week 4

Week 6.

- Download and distribute forms to students.
 - Student Equipment list
 - Blackwood Student Handbook (this is an optional student resource).
- Program Coordinator will confirm a lesson sequencing with a 'Weekly Unit Plan'.
 - Blackwood Staff will organise an online or in person pre-visit.
 - Blackwood will send through a 'Bus Schedule'.

Week 4.

- Complete Dept. of Ed online SAL.
- Email Student & staff rooming list to Blackwood.
- Scan & email individual to Blackwood: Please enforce and make Families aware of this due date.
 - Student consent forms
 - Student medical information / consent form.
 - Medical Management Plans.
 - Student mobility needs

STUDENTS MISSING ANY OF THE FOLLOWING: Medical Consent, Excursion Consent, Medical Action Plan, WILL NOT BE ABLE TO ATTEND BLACKWOOD SS IN LINE WITH DEPARTMENT POLICY

1 Week to go!

Congratulations on all your hard work and planning. The fun and learning starts next week.

- Blackwood staff member makes contact for a final check in.

