

NewsFirst | 08

THE FIRST-TIME PRINCIPALS PROGRAMME

He Hōtaka mō ngā Tumuaki hou

MARCH 2008

KIA ORA TATO

Welcome to your 3rd edition of NewsFirst08. We hope this term is going well for you.

In this month's edition we especially highlight the arrangements for Residential Course One, now just a couple of months away. **Please note that there are actions you now need to take**, such as booking your travel and accommodation, and the online selection of your Options Sessions prior to the course. As the course is in the school holidays, it is important that if air travel is required that you book your preferred flights as soon as possible. You will receive your next edition of NewsFirst in the first week of April.

RESIDENTIAL COURSE ONE COMING SOON!

Yes, it is not too far away now! The confirmed dates and times are **9:45am Tuesday 22nd April to 3:30pm Thursday 24th April at the Centra Auckland Airport Hotel, Mangere, Auckland**. Much of this NewsFirst edition is about the arrangements for this course, so please read the information carefully.

As well as the new 2008 group there will be approximately 50 participants from the 2007 cohort who will be at the course, as they enrolled in the First-time Principals Programme after the first residential course last year and missed that course. All up, we are anticipating around 180 participants at this first residential course.

RESIDENTIAL COURSE ONE PROGRAMME

The overview of the programme for this first course *Starting Your Leadership* is included as an attachment with this emailed information.

The complete and detailed programme will be available for you to see a fortnight before the actual course and you will receive a copy of the programme at the course. The keynote presenters are Viviane Robinson (Professor of Education, The University of Auckland), Mary Chamberlain (Group Manager Curriculum, Teaching and Learning – Design, MoE), John Edwards (International Consultant), John Hattie (Professor of Education, The University of Auckland) Angus Macfarlane (Associate Professor, University of Waikato) and Colin Prentice (former principal and author of *When People Matter Most: vision-driven leadership*). The programme also includes case studies by experienced principals about how to lead learning, multiple options sessions for you to select from, workshops, book displays and networking opportunities.

Please read the section *Residential Courses* in your FTP resource information when it arrives next week for general information about residential courses. This will be helpful for your preparations and arrangements.

TRAVEL ARRANGEMENTS

It is important that you read the attached **Guidelines for Travel & Accommodation for all**

Residential Courses as it explains how to make your travel bookings.

Please complete the **HRG Travel Electronic Flight Request Form**. It is important that you make flight reservations as soon as possible. As the course is being held in the school holidays, it is expected that flights could shortly become heavily booked.

You will then need to email this flight request form to HRG Travel uoagroups@nz.hrgworldwide.com with your flight details. Please consider your flight arrangements carefully as the details on the Flight Request Form will be used to book your final flights.

You will then be emailed an electronic ticket. Once you have received your electronic ticket any alterations and associated costs will be at your own personal costs.

Early booking enables us to make significant savings in travel costs that can then be spent on furthering the programme offered. We thank you in anticipation for booking early. If making flight arrangements, Please allow at least 30 minutes to travel from the airport to the hotel venue on arrival. For departure, allow at least 45 minutes for travel from the hotel venue to the airport and check in time when selecting your flights.

ACCOMMODATION ARRANGEMENTS

The hotel venue for this residential course in Auckland is the Centra Auckland Airport Hotel. **It is important that you read the**

attached **Accommodation Request Form** and fax your completed form not later than **Friday 28th March** to (09) 373 8781.

ARRIVING THE PRIOR EVENING

Please note for Residential Course One the FTPP covers accommodation for the night of **Tuesday 22nd April** and **Wednesday 23rd April 2008 (2 nights ONLY)**. If you require extra nights accommodation due to early arrival this will need to be a personal or Board of Trustee cost. Changes to MOE funding for the FTPP mean that unfortunately the programme cannot cover the extra accommodation for course participants who wish to arrive a day earlier or leave a day later. You will need to pay for this cost when you checkout of the hotel. We have negotiated a cheaper rate at \$140.00 per night inclusive of GST. This cost covers a breakfast meal also. If you require the extra nights accommodation this needs to be indicated and signed for on the **Accommodation Request Form**. Please direct all travel and accommodation queries to Kelly Stuart (Project Coordinator) k.stuart@auckland.ac.nz

UNABLE TO ATTEND THE COURSE?

Please remember that if you are unable to attend the residential course, it is important that you inform Kelly Stuart (Project Coordinator) with your reason **not later than Friday 28th March**. This is an important procedure, otherwise you could incur the cost of the accommodation and meals arranged on your behalf. A participant who is unable to attend the course for an acceptable reason will have the opportunity to attend the equivalent course in April 2009.

SELECTION OF OPTIONS SESSIONS

It is important that you select **two** options sessions you would like to attend at the residential course. Please select these **PRIOR** to the course and **by Friday 4th April**. Print a copy of your selections and bring this to the course. The

options will be available for your online selection from **Thursday 6th March**. There are two option sessions on Thursday 24th April. You are required to **choose one option in each of these two sessions**. Most sessions have a **limited capacity**. When a session is full an alternative session will need to be selected. Please refer to the programme overview (*attached*) which indicates when the options sessions will take place.

To choose your Options Sessions online please follow these simple steps after Thursday March 6th:

1. Go to the website:
<http://online.firstprincipals.ac.nz>

2. Enter your First-time Principals Programme log-in name (which is the email address you provided for all correspondence) and your password

If you have already enrolled, login here

| | |
|--------------------------------------|--------------------------|
| login name | <input type="text"/> |
| Password | <input type="password"/> |
| <input type="button" value="login"/> | |

forgot your password?

3. When logged in, look under "What would you like to do?" Next to "Residential course events", click on

4. Select your choice for each of the two options sessions by following these simple instructions:

- (a) Select a day (Thursday)
 - (b) Select an options session
 - (c) Select the topic
- Information about the content of each session is provided at step (b).**

NOTE: If you have lost your password to login, please contact Kelly Stuart k.stuart@auckland.ac.nz

FTPP SUPPORT MATERIAL ON THE WAY

We apologise for the delay in your receiving your First-time Principals Programme Pack. This has been due to some staff restructuring here and the big job of preparing the materials for the pack. The good news is that the packs will be sent to all enrolled first-time principals by the end of this week. Thank you for your understanding of the delay.

In the package clearly presented sections which tell you what you will want and need to know about your participation in the induction programme. For example, some of these sections of information are: Administration; Residential Courses; Mentoring; Online Learning; Portfolios; Research and Self Assessments; Professional Reading. When the pack arrives please take time to read the contents which will not take too long.

HAVE YOU COMPLETED SALTAL?

Please remember that it is vital to complete the online SALTAL (Self Assessment of Leadership of Teaching and Learning) questionnaire when your enrolment is confirmed and PRIOR to your mentor's School-based Visit. Instructions on how to complete this are in the Welcome Edition of NewsFirst08. Your responses to the questionnaire are fundamental to the discussion you will have with your mentor about your goals and the development of your Professional Learning Plan.

MENTORING MATTERS

If they have not already done so, your mentor will be making contact with you very soon. Have your diary handy so that you can set a date with your mentor for School-based Visit. You need a whole day and ask your staff to give you an uninterrupted day for this visit. If you have any concerns regarding your mentoring programme, including your mentor, please contact Jill Lunn for Primary and Kura sectors and John Locke for Secondary sector.

**Ka kite ano
John Locke & the Project Team
at The University of Auckland**