

NewsFirst | 2010

THE FIRST-TIME PRINCIPALS PROGRAMME

He Hōtaka mō ngā Tumuaiki hou

MARCH 2010

KIA ORA TATOU

**First-time Principals Programme
(2010 Cohort)**
Final Information for
Residential Course One
Starting Your Leadership
(9.20am Wednesday 7th April to
3.30pm Friday 9th April)
**Holiday Inn Auckland Airport
Hotel**

**PLEASE READ THIS
INFORMATION AS SOON AS
POSSIBLE**

Greetings to all principals in the 2010 cohort of the First-time Principals Programme and also those from 2009 who will be attending the forthcoming coming residential course.

The project team for the First-time Principals Programme looks forward to welcoming you at the first residential course for 2010.

Thank you for taking the time to carefully read the following information. Should you require further information or assistance about the upcoming residential course please contact Yohei Guy (Project Coordinator), telephone (09) 373 7599 ext 83095 or email y.guy@auckland.ac.nz

RESIDENTIAL COURSE ONE ALMOST HERE!

Yes, it is now just a couple of weeks before the first course *Starting Your Leadership*. You should by now have completed your travel arrangements

and accommodation arrangements. If you have not, please do so ASAP or contact Project Coordinator Yohei Guy if there are any issues. y.guy@auckland.ac.nz

Here at the project office we are currently putting the final touches to the course arrangements. We look forward to welcoming you and meeting you at the course on Wednesday 7th April at the Holiday Inn Auckland Airport Hotel commencing at 9.20am.



THE RIGHT HONOURABLE ANNE TOLLEY

The Minister of Education will open Residential One. If you have a question you would like to ask the Minister please email it to the FTTP Project Coordinator – Yohei Guy before 24 March. Questions covering a range of topics would be appreciated.

OPTION SESSIONS SELECTION

It is important that you select **two options sessions** and **one case study** you would like to attend at the residential course. Please select

these **PRIOR** to the course and **by Monday 5th April**. Print a copy of your selections and bring this to the course. The options will be available for your online selection from **Friday 19th March**. There are two option sessions and one case study on Thursday 8th April. You are required to **choose one option in each of these 3 times**. Most sessions have a **limited capacity**. When a session is full an alternative session will need to be selected. Please note that details for a few of the presentations are still being collected and will be updated on the site as they become available. Times for these sessions are stipulated at the online booking stage.

**To choose your Options
Sessions online please follow
these simple steps:**

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

Password

login

forgot your password?

get it now

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

book

4. Select your choice for each of the three options sessions by following these simple instructions:
(a) Select a day (Thurs)
(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 Yohei Guy
y.guy@auckland.ac.nz

ON THE DAY

POWHIRI ARRANGEMENTS

Residential Course One opens with a powhiri. As the venue is located in the Tainui area, the powhiri follows the Tainui iwi protocol. Tainui are the tangata whenua (hosts). You, the manuhiri (guests), will be welcomed formally to the course by the Kaumatua Kapa Stirling representing Tainui. A first-time principal will speak for you – the Manuhiri. Details on how the powhiri will be conducted will be in the packs you receive on arrival at the residential venue. Please make yourselves familiar with these powhiri details so that you can follow the proceedings.

TRAVEL & AIRPORT TRANSFERS

Please see the map (*attached*) for location of the Holiday Inn Auckland Airport Hotel. Please ensure that your travel arrangements are completed and you have received your itinerary from APX Travel. If not please contact Kristene at APX TRAVEL (03) 343 4879.

If you are travelling by air on your arrival please **look for a First-time Principals Programme welcome sign** as Mentors may be there to greet you. All participants should take and pay for (at your personal expense or BOT expense) the **Holiday Inn shuttle bus** to the **Holiday Inn Auckland Airport Hotel**. The cost of this is \$10 for a return ticket. This bus has the words ‘Holiday Inn’ on it. The shuttle bus leaves the domestic terminal at 10 past and 20 to the hour from gate number 5.



PARKING

There is no charge for parking at the Holiday Inn Auckland Airport Hotel, Please note there is a barrier arm to get into the secure parking area. Please take a docket as you enter the car park. It is very important that you secure your vehicle and leave no belongings in your car.

HOTEL

The hotel venue for the residential course in Auckland is **Holiday Inn Auckland Airport Hotel** 2 Ascot Road, Mangere, Auckland. You can view its facilities and other information at www.holidayinn.co.nz

HOTEL ARRIVAL AND CHECK-IN

For those of you arriving Wednesday morning, please note that as it is hotel industry standard practice, your room will not be available until the end of Wednesday’s programme. **Check-in will be at 5.00pm.**

IMPORTANT: Please ensure you **name all of your bags**. Once you enter the Holiday Inn Auckland

Airport Hotel please go straight to reception to arrange luggage storage. The hotel staff will give you a docket. This will ensure all your luggage gets delivered to the correct place. If you have a computer or valuables please let them know (and you will get a second docket). Your luggage will be stored and then transferred to your room when it is ready. **There can be no early check-in upon arrival.** This is a non-negotiable contractual condition. We ask that you bear this in mind when dealing with hotel staff. *Please take your materials and writing equipment you may need on Day One out of your luggage before it is stored, as you will most likely be unable to access this again till 5pm check-in.* Because a lot of luggage now looks the same please ensure you have some obvious identification attached to the outside of your luggage. In the past at the end of the residential some luggage has gone to the wrong end of the country because of look-a-like luggage.



REGISTRATION

After organising your luggage please proceed to the First-time Principals Programme registration desk. The registration desk will be open from 8:30am onwards. Once registered, you will receive a residential course pack with appropriate contents. You can also expect to receive your FTTP Resource Folder later in the day. Tea and coffee will be available in the foyer prior to 9.20am. There will be morning tea at 10.10am. It will be appreciated if all participants are in the foyer by 9.10am for the powhiri starting at 9.20am.

WHAT TO BRING

Writing material, your PLP (if developed), laptop, enthusiasm and a sense of humour.

DRESS

Smart casual. Many participants bring a change of clothes to wear to the evening meal.

REFRESHMENTS

Please note that hotel room mini bar refreshment items, room service, telephone calls and email service are **your personal hotel costs**. At meal times, fruit juice and mineral water are complimentary. At all times, **alcohol is a personal cost**.

PROFESSIONAL CONDUCT

Presenters have devoted significant thought to their session. We appreciate their expertise and generosity. We expect principals to model punctuality and courtesy.

MENTOR ASSISTANCE

There will be confidential mentor assistance available each day at the course, for those of you who are dealing with any issues and would like some advice, support or assistance during the course. Please see the **Administration desk** at any time to book an appointment for a meeting with a mentor. Check the timetable to see when mentoring assistance is offered.



YOUR FEEDBACK MATTERS

At Residential Course One all participants are divided into seven sector groups for workshop activities. Each sector group will select a representative to articulate

the views of the group to the Director and Associate Director of the First-time Principals Programme during and between residential courses.

The sector group representatives form the 2010 First-time Principals Advisory Group and continue in that role until the conclusion of the 2010 induction programme in June 2011. We encourage you to read the information below about what the Advisory group does. Please give some thought to whether this role interests you or who you think will do this well for your sector group.

Each group will select its representative during the sector group workshop on the first day of the residential course.

The role of the Advisory Group:

- The Advisory Group consults with the Director and Associate Director about the delivery of the First-time Principals Programme.
- The Advisory Group provides feedback about the content of proposed residential course programmes and resources in development to ensure that the learning needs and interests of each sector group are considered and responded to.
- Advisory Group representatives are expected to gather constructive feedback during the residential course about ways in which the course could be improved.
- The Advisory Group will meet with the Project and Associate Directors at each residential course to share and discuss comments and suggestions from each of the sector groups.
- Advisory Group representatives will represent the first-time principal colleagues by assisting with hosting VIP guests and may

be asked to speak on behalf of the participants during some residential course events.

FREE EVENING ON THURSDAY NIGHT!

Thursday evening will be a free evening. This will allow you to catch up with your colleagues, family or friends. On Thursday at morning tea or lunch time please pick up your cheque for \$35.00 from the administration desk (which is the value of an evening meal). The cheque will be made out to you personally and you will need to bank this after the course.

You can make arrangements at the hotel reception for transport into the city (this will be at your personal cost). The approx cost of a taxi into the city is \$55-\$60. Please plan what you wish to do for this night. You are able to book into the Holiday Inn for the evening meal but please note this will be at your own cost.

VILLA MARIA FUNCTION



The Villa Maria has also been booked for those who wish to enjoy a 2 hour Wine Tasting Experience on Thursday night at an approx cost of \$70. Further details can be found in the Entertainment Brochure attached. Please note that attendance for this option must be booked online via the FTPP website using the same process as Option Session Selection.

CANCELLATION POLICY

All participants are reminded that in the unlikely event that you are unable to attend the residential course **you must inform the Project Coordinator at least one week in advance** of the commencement of the course. Late

cancellation will incur a cancellation fee of accommodation, meal and airline ticket costs. Genuine emergency cases will be given consideration.

EMERGENCY CONTACT

Should you experience an unexpected serious situation immediately prior to or during the residential course, please contact Yohei Guy (Project Coordinator) on 021 372 238.



MENTORING MATTERS

Your mentor should have already been in contact with you to arrange a School-based Visit for either this term or early next term.

If you have any questions or queries about mentoring please contact Jacqui Patuawa for Primary or Maori Medium 09 373 7599 ext 48399 / 021 2463922 or John Locke for Secondary 021 801277 / 09 373 7599 ext 82929.

It is a very good idea to bring a copy of your PLP (if developed) so that you may think about your own personal goals within the context of the residential course.



USEFUL RESOURCES FOR FTPs

The FTPP team have developed three FTPP Online modules designed

to assist you with some important leadership issues. These are:

[Module 1. Planning and Reporting](#)

[Module 2. The Elements of Teaching Effectiveness](#)

[Module 3. Developing Trust in schools](#)

These are self tutoring short courses designed to inform you about some of the leadership issues that many first-time principals have difficulty with. The Teaching Effectiveness module can also be used as a professional development resource with your staff.

To access these resources simply hold 'Ctrl' and click the specific titles above.

Alternatively they can be found through our website at

<http://www.firstprincipals.ac.nz/learning.htm>

In addition to the modules the FTPP team has begun work on a series of ten minute videos featuring highlights from residential course keynote speeches. The first of these videos 'Hattie Highlights' from residential course 2 in October 2009 is available at

<http://www.educationallleaders.govt.nz/First-time-principals>

and

<http://vimeo.com/10229101>

You can follow the FTPP on Twitter at UACELFTP.

**Ka kite ano
John Locke (Director) & the
First-time Principals
Programme Project Team**