



NewsFirst | 09

THE FIRST-TIME PRINCIPALS PROGRAMME

He Hōtaka mō ngā Tumuaki hou

MARCH 2009

KIA ORA TATOU

Welcome to your 3rd edition of NewsFirst09. We hope that this term is going well for you.

In this month's edition we especially highlight the arrangements for Residential Course One, now just a few weeks 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 if you have not already done so. 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 **9:30am Wednesday 15th April to 3:10pm Friday 17th 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 2009 group there will be approximately 50 participants from the 2008 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 Apryll Parata (Deputy Secretary, Maori Education, MoE), Mark

Treadwell (Independent Consultant), John Edwards (International Consultant). The programme also includes case studies, multiple options sessions for you to select from, workshops, book displays and networking opportunities. Please read the section *Residential Courses* in your FTP resource dividers for general information about residential courses. This will be helpful for your preparations and arrangements.

TRAVEL ARRANGEMENTS

If you have not yet booked required flights for the residential it is imperative that you do so immediately. As the course is being held in the school holidays, it is expected that flights will shortly become heavily booked.

To book flights please complete the **HRG Travel Electronic Flight Request Form**. 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.

If you need the form emailed to you again please contact Yohei at y.guy@auckland.ac.nz For other Flight enquiries contact our Travel Consultant Kristene Fagan on (03) 343 4879.

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.



ACCOMMODATION ARRANGEMENTS

The hotel venue for this residential course in Auckland is the Centra Auckland Airport Hotel. If you have yet to return the Accommodation Request Form please do so via fax to (09) 373 8781. We have a limited number of rooms at the CENTRA and bookings made at this stage may have to be shifted to the adjacent hotel. You will be informed if this is the case.

ARRIVING THE PRIOR EVENING

Please note the First-time Principals Programme can only

cover the cost of the accommodation on Wednesday 15th April and Thursday 16th April. The FTTP is unable to cover extra nights accommodation costs. If you require extra nights accommodation this will need to be indicated on the Accommodation request form & signed for. This charge will be payable to the CENTRA Auckland Airport Hotel on checkout. (approx \$147 per night, breakfast and GST inclusive in this rate.) However, if you are unable to arrive in Auckland before 10.30 am (due to your remoteness from the course venue and consequent travel arrangements), an application can be made in writing to the Director (John Locke) for additional FTTP funded accommodation. Please direct all travel and accommodation queries to Yohei Guy (Project Co-ordinator) y.guy@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 Yohei Guy (Project Coordinator) with your reason ASAP. 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 2010.

SELECTION OF OPTIONS SESSIONS

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 by **Friday 6th April**. Print a copy of your selections and bring this to the course. The options will be available for your online selection from **Friday 20th March**. There are two option sessions on Thursday 16th April and one case study on Friday 17th. 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 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 Friday March 20th:

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/Fri)

(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

FTPP SUPPORT MATERIAL ON THE WAY

You may have already received your Principal’s Resource folder package which has been designed to help you organise all of the material linked to the FTP programme. We recommend that you place the material and dividers in a dedicated Lever Arch file. In the package are 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.



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 NewsFirst09. 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 will need a whole uninterrupted day for this visit. During this meeting you will work with your mentor to develop a Professional Learning Plan (PLP). If you have any concerns regarding your mentoring programme, please contact Jill Lunn for the Primary and Maori Medium sectors and John Locke for the Secondary sector.

INTERESTING RESOURCES

This is a great website that provides a wealth of podcast tutorials about ICT for your just-in-time-learning
<http://movies.atomiclearning.com/kl2/home>

Another fascinating website is www.TED.com ‘ideas worth spreading’.

The URL below will take you to a podcast of Pattie Maes talking about how her research team has developed an interactive multimedia tool powered by a cell phone to enhance everyday information access, skills and decision making. The implications for schooling could be significant.

http://www.ted.com/talks/pattie_maes_demos_the_sixth_sense.html

How People Learn- Brain, Mind, Experience and School

Published by the National Academy Press, Washington DC.

This is a useful resource that provides an update about recent changes in learning science and explores their significance in the context of teaching and learning in today’s schools.

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