

Room Leads/Deputies Perth GPN T2 2026

Julianne (0422 975 300) is our Student Wellbeing officer who can help with any students in distress. **Caitlin (0450 586 214) is our Safety officer.** Both Julianne and Caitlin will have lanyards on with their roles and both have a list of Emergency Contacts for all students.

Rooms will be locked between 12:15 and 2pm (ie lunch AND Afternoon Games). Please tell students to take whatever they need for lunch and their water bottle when they leave for photo. Sheree, Julianne, Jacque and Michelle have access via their UWA cards to the locked rooms during this time if required.

Key Links:

- Student Page : <https://www.girlsprogramming.network/workshop> (and choose PERTH)
- Tutor Page: <https://girlsprogramming.network/perth-tutors> (Room Allocations link at bottom shows tutors allocated to your rooms)
- PPT versions of slides to present with <https://www.girlsprogramming.network/perth-pres> Room Leads can download and make any adjustments you want to suit your room.

@RoomLeads

- Please bring your laptop to use to present on the day & pick up your blue UWA Room Bag from Welcome Room at 9am
- With your Deputy, set up the room/get organised for the day. Room leads do not have another morning job allocation.
- Please work with your Deputies to show them the ropes & keep the room running smoothly. We want more Deputies to take on Room Leads roles next year
- Please spread the load by having other tutors give some of the lectures. Create a plan for who's doing which lecture at start of day and suggest tutors look through the slides beforehand.
- Please allocate your tutors to student tables (usually one experienced and one new/less experienced to each table) and they will stay with that table of students for the day – that way they will get to know them and how they are going. Reallocate as required if tutors leave early, students abilities differ etc.

@Deputies:

- Meet your Room Lead in your room at 9am to help set up the room/get organised for the day.
- Please make sure the new tutors in your room (they will have green heart on their name tag) feel welcome and help them out if needed
- Ask all students to write their names on whiteboard as they come in or soon after

Room Setup:

- Group desks under power extension points in ceiling so power boards can sit in middle of desks. Plug powerboards into overhead connections and place boards on desk - no cables on floor please for safety (tripping reasons)
- arrange desks however you want (leave 1 desk at the back of room for student snacks)
- on the Whiteboards please write:

- student website <https://www.girlsprogramming.network/workshop> CHOOSE Perth
- your room name
- WHO IS HERE heading (and get students to write their names up as a 'roll' for the classroom & remove their name when they leave at the end of the day)
- ERRORS heading (and encourage students to write up any as they go through workbook)

Room Bags contain:

- Paper copies of A3 wifi signs, A3 room names, tutors solutions, Guess Who game board & cheatsheets in your Room Bag. Please stick up room name and wifi posters in room. Distribute Guess Who game board & cheatsheets on desks for student use. Extra copies of A4 wifi signs and advertising flyers for PECAN for desks.
- Chocolate bag - give out as rewards for answering qs etc
- Power boards & pens

Other info:

- As usual, photo on the steps before lunch (Caitlin & Michelle are the Day Coordinators so will let you know when to leave the rooms)
- We are going to try to get students logged into the WiFi in the Welcome Room but there may be a few who slip
- Student morning tea snacks will be in the rooms about 11am. Please remind your tutors that they can take a break and get morning tea in the Industry Hub (1st floor across the walkway).

General Room Leader Advice from Sydney HQ

Arriving at the labs (10:30ish)

- Ask all students to write their names on whiteboard
- Introduce yourself and fellow tutors to the room
- Do the start of day survey before anything else
- Icebreaker game
- Get everyone to login to wifi

Lectures

- Remind them of the cheat sheets
- Look around the room to gauge the pace (or ask your fellow tutors to keep an eye on the pacing). When most of the kids are ready to move on to the next section/concept it is time for the next lecture
- Give them time between lectures to digest the content
- It's ok if not all of the kids are paying attention to the lecture. As long as they are not disturbing the rest of the class they can work at their own pace.
- If a lecturer is getting stuck, try asking them a question to get back on track, or give them some help (especially if they are a new tutor)
- you may want to play some calming background music when students coding

Lunch (12:15ish)

- Day Coordinator will let you know when to break for lunch. Bring students to stairs for photo before lunch. Remind students to take anything they need for lunch + water bottle as rooms will be locked during lunch & afternoon games.
- Remind students after lunch there is Afternoon Games (Yr 6 - 9 in Welcome Room) or Mentor Hangz Career Chats (Yr 9 - 12) in Room 2.06. Yr 9s can choose which one they want to go to. .

2ish Back in the labs

- you may want to play some calming background music when students coding

3:30 End of day survey!

- Do the end of day survey
- Parents start arriving from 3:45

4:00 End of day

- Get students with loan laptops to return them to Welcome Room
- Rub name off board when leave
- NO STUDENTS TO LEAVE ROOMS WITHOUT THEIR PARENT/GUARDIAN
- Pack up room and return things to Welcome Room