

AISM Induction / Orientation Program 2024



Timeline Date	Activity	Resources / Links	Personnel	Online On Campus
Term 4 2023 - New staff				
Week 6	HOS email Welcome - Initial getting to know you form to complete Buddy set up Share links to Seesaw Personal profile for website created	New staff induction survey Write a website personal profile - see below examples: <ul style="list-style-type: none"> • https://www.aism.edu.my/academic-team/junior-school#ms-leigh-janett • https://www.aism.edu.my/academic-team/junior-school#mr-tristan-johns • https://www.aism.edu.my/academic-team/middle-senior-school#mr-james-e-r-unsworth-j-p-qual- • https://www.aism.edu.my/academic-team/middle-senior-school#ms-claire-matheson 	HOJS	Email
Week 7	Principal email welcome - schedule, website shared	Induction website	Principal	Email
Week 8	New staff Gmeet - Website walk through Getting to know you Introduction to Agents - housing Whatsapp group formed Email shared address	Induction website	Principal HOS P&C	Online - Gmeet
Wk 9 Wed Nov 29	Gmeet - Move up day JS		DHOJS	Gmeet
Wk 10 Wed Dec 6	Send Christmas card /HNY message with holiday dates Key in details into the HR System	Links will be sent by P&C	P&C	Email

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January 2024

Timeline	Activity	Personnel	Venue
Accommodation details will be communicated by P and C Joyce to set up whatsapp group Pick up from Hotel Lobby at 8.30am			
Friday Jan 12 9 - 9.15am	Staff Photography	Head of P&C	Canteen
9.15am	Welcome to AISM School tour / coffee cup and t-shirt Introduction to Department Managers <ul style="list-style-type: none"> ○ Admin ○ Finance ○ Operations & Facilities ○ Admissions ○ Marketing 	HOS (Michelle) T shirt / Coffee cup / Pen / Bag	Library
10.45 - 11.15am	Morning Tea - provided		Library Foyer
11.15am- 1pm	ICT Session 1 Handing out ICT Devices ICT Device Loan Agreement Computer Setup Log in to Wi-Fi ICT Session 2 Log in check up Engage (Class Lists, Attendance, Personal Timetable) Projector, AV, Printing, Apple Airplay	Head of ICT	Library
1:00pm	Lunch Provided (Canteen)		
2.00pm	Rotate through stations Keys / ID Cards Local - HR Briefing Session 1 Expats - Bank Accounts (HSBC) Medical - for teaching permit check.	Head of P & C, Head of Facilities	Library
4.00pm	Return to Hotel (Breezeway)		

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Saturday and Sunday - personal days
Sunday Dinner - 6pm WIP Bangsar - family dinner with SLT

Monday Jan 15			
Pick up from Hotel Lobby at 7.30am			
7.15am	Expats Medical check - for teaching permit. 7.15am - Pick up Aaron at School 7.30am - Pick up Shaun and Tamara at Hotel 7.50am - Reach Klinik Indah Med	Head of P & C	
8.30am	Coffee/Pastries and greetings	SLT	Library
9.00 - 10.00	Meeting in subschools Compass Points, then... <ul style="list-style-type: none"> ● Staff Handbook ● Daily Operations ● Important policies and procedures, ● PD program ● Routines ● AskAISM ● Seesaw 	SLT	Library
	Principal and DHMSS meeting		Principal's office
10.00am	Morning Tea		Library Foyer
10.30am - 11.30am	Clements Briefing (Virtual) Roles of the AT	Expat staff DHOS / HOS	Boardroom Library
11.30pm - 12.30	Q and A	SLT and Head of P & C	Boardroom
12.30	Lunch provided		Canteen
1.30pm	Expat HR Briefing	Head P & C	Library
2.30pm	Return to Hotel (Breezeway)		

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Tuesday Jan 16
12.00 - 2.00

Personal Day for new staff
SLT lunch meeting

Wednesday January 17, 2024

New staff / Middle Leaders Day / New Student Orientation			
Timeline	Activity	Personnel	Venue
	Pickup - Hotel Foyer 8:00	New staff	
8.30am	Curriculum and procedures with JSLT MSSLT - meeting HOMSS	New staff / JSLT MSSLT	Boardroom Library
10am Morning Tea Provided (Canteen)			
11am	Shaun and Tamara with Charlotte Iman, Vaneisha with Jeremy Poova with Leigh MSSLT planning		Classrooms Faculties
12.00 Lunch Provided (Canteen)			
1.00 - 2.30pm	JSLT meeting MSSLT planning		Boardroom Faculties
2.30pm	Brand Equity - Taylors	Principal and HOS	Garden School
3pm Return to Hotel (Breezeway)			

Thursday January 18 2024

Thursday Jan 18 Whole School Professional Learning Day			
Pickup - Hotel Foyer 8.00am for Aaron to consider			
8.30am	Whole School PD Guiding Statements / Mindsets	Whole Staff - Admin, Support, Academic, LSAs & Relief Teachers	Auditorium
10.00am Morning Tea - provided			
10.30am	Safeguarding - led by Zoe McPherson	Whole Staff - Admin, Support, Academic, LSAs & Relief Teachers	Auditorium
11am - 12.30	CIS Feedback and workshop	Whole Staff - Admin, Support, Academic, LSAs & Relief Teachers	Auditorium
12.30 Lunch - Provided			
1.30 - 4.00pm	MSS Pastoral Coordinator Meetings	1.30pm Middle School 2.15pm Stage 5 (Y9 & 10)	AG Rooms

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	JS Meeting Admin and Support Team Meetings	3.00 pm Stage 6 (Y11 & 12)	Y5 Level Library
4pm Return to Accommodation (Breezeway)			

Friday January 19, 2024

Friday Jan 19 Whole School Professional Learning Day			
Pickup - Hotel Foyer 8.00am			
8.30am -10.30	MSS Meeting JS Curriculum Meeting		AG Rooms Level 1
10.30am Morning Tea - Provided			
11.00am - 12 noon	Learning and Teaching Team Meet Living Campus Team Meet Mindfulness Team Meet Non team-members Planning and Prep	Review and visioning	Library
12 - 4pm	Planning and Prep Time		
12 noon - 1pm Lunch provided in the canteen			
4.00pm Return to Accommodation (Breezeway)			

Term 1			
Tm 1 Wk 1	Buddy lunch date	New staff / buddies	
Tm 1 Wk 2	New Staff Induction Survey		
Tm 1 Wk 3	VL / Mindfulness Q and A		On campus
Tm1 Wk 5	Staff social function	DHOS	Off site
End Tm 1	Reflection, survey, dinner	HOS	Off site