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: • 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 Wattsapp 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** **9.15am**	Staff Photography Welcome to AISM School tour / coffee cup and t-shirt Introduction to Department Managers ○ Admin ○ Finance ○ Operations & Facilities ○ Admissions ○ Marketing	Head of P&C HOS (Michelle) T shirt / Coffee cup / Pen / Bag	Canteen 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… • 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** **Pickup - Hotel Foyer 8:00**	**Personnel** New staff	**Venue**
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 8.00amfor 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