Dear Teacher(s),

Welcome to Macquarie ICT Innovations Centre. We are looking forward to you and your students visiting us here at Macquarie University. To ensure that all goes well for your visit we ask that you go through the following checklist noting our requirements and expectations. Please feel free to contact us with any queries.

1. Please ensure that we are aware of any students with specific needs.

2. You will have received a standard MacICT permission note regarding the taking of photos/video/work samples and online activities. Please either bring the signed permission notes themselves OR the cover sheet signed by your Principal with you or scan/fax it to us. We often like to take photos and video of the students and their designs so it is important to be aware of students who do not have permission for us to distribute this.

3. All students are to be in school uniform. This facilitates identification of groups as they walk through the University. If possible, we would appreciate the students wearing a name tag (first name only will suffice) to facilitate our teaching.

4. If students are not arriving as a whole group together please ensure that they know your designated meeting place. We suggest that it be in front of the University Library which is fairly easy for everyone to find and is also the bus drop off point.

5. The best place for buses to drop students off is in front of the Library on Macquarie Drive. This is the large red and silver building on the main street of the University. MacICT is in building C5B which is a short walk up Central Avenue. Call us on 9850 4310 if you feel lost.

6. Please note that students are in your care for the whole day. MacICT’s facilitators are not responsible for students’ behaviour and attendance. The accompanying teachers must remain with their students at all times including during lessons in the labs and at morning tea and lunch breaks as part of their usual duty of care.

7. For Kindy and Year 1 classes:
   a. We request that you put out a call for parent helpers. Up to 5 per class is ideal to observe and assist with the day. We’ve found that this is both beneficial to the students and parents.
   b. Please try to have both a male and female teacher or parent attending to assist with breaks to the public toilets.

8. The School retains responsibility for any required ‘Working with Children’ checks for volunteers attending with the students as part of their usual duty of care.

9. During the lesson time we anticipate that the accompanying teachers will be very much involved in the lesson, assisting all students especially those with specific needs and engaging in their own professional learning, developing their own technology skills whilst doing so.

10. We recommend that students bring their own morning tea and lunch. Our facilitators will direct you to the appropriate locations including the closest bathrooms.

Looking forward to seeing you soon.