# New Teacher Orientation Packet

**Purpose:** Welcome to our educational institution! This packet aims to help new teachers start their journey by providing essential onboarding documents, policies, and key contacts within the organization.

## Welcome

Dear **{name}**,

We are thrilled to welcome you to the **{schoolName}** community. As a **{position}** starting on **{startDate}**, you are joining a team dedicated to providing high-quality education and fostering a supportive learning environment.

## School Vision and Mission

Vision:*{schoolVision}*

Mission:*{schoolMission}*

## Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Contact Person** | **Email** | **Phone** |
| {#contacts}{department} | {person} | {email} | {phone}{/contacts} |

## Onboarding Checklist

{#onboardingTasks}

* **{taskName}:** {taskDescription}

{/onboardingTasks}

## Required Documents

Please ensure you provide the following documents on or before your start date:

{#requiredDocuments}

1. {documentName}

{/requiredDocuments}

## First Week Overview

Your first week will include orientation sessions, classroom setup, and introduction to staff and administration.

|  |  |  |
| --- | --- | --- |
| **Date** | **Activity** | **Location** |
| {#weeklySchedule}{date} | {activity} | {location}{/weeklySchedule} |

{#hasMentor}

## Assigned Mentor

You have been assigned a mentor to guide you during your first semester:

* **Name:** {mentorName}
* **Email:** {mentorEmail}
* **Room/Location:** {mentorRoom}

{/hasMentor}

{^hasMentor}

## Assigned Mentor

*No mentor has been assigned at this time. Please contact administration for details.*

{/hasMentor}

## School Policies and Expectations

Please read and acknowledge understanding of key policies listed below:

{#policies}

* **{policyTitle}:** {policySummary}

{/policies}

## Signature Acknowledgment

I, **{name}**, acknowledge that I have read and understood the content of the New Teacher Orientation Packet and will abide by the school's guidelines and expectations.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: {signatureDate}