

# Information for school coordinators

## Student nomination process

1. Note the particular focus area of the workshops. Participants must demonstrate interest and ability in that area.
2. **Select up to 12 highly able students for each group — Upper Years: Years 4, 5 and 6; Lower Years: Years 1, 2 and 3.** If you require more places contact the program coordinator.
3. Please refer to our **Thematic Overview and Selection Criteria** document for more information and on selecting students.
4. Check dates of the program carefully to ensure they do not conflict with school commitments (e.g. school photos, excursions, concerts, sports days etc.). Once enrolments are finalised, we are unable to give parents refunds or credits.
5. Forward the **Nomination Letter** directly to parents. The Nomination Letter contains links to workshop details and payment options.
6. To confirm a place in the program, parents must complete the online enrolment process and make payment.
7. Teachers are not required to do anything more, but they are able to monitor the status of their students' enrolments via the portal.

## Monitoring students enrolments

1. **Sign in** via the button on the top right hand side of the portal page — **[online.gateways.edu.au](https://online.gateways.edu.au)**.
2. If you don't know your school username and password contact the G.A.T.E.WAYS office. **Go to contact details page.**

## Prior to the program

1. To assist parents with transport arrangements, it may be helpful to advise them of other participants.
2. We would recommend having a brief meeting with all students attending. This is particularly helpful for students attending G.A.T.E.WAYS for the first time.
3. To reinforce the learning, students should be given the opportunity to share their work with others at the school e.g. at assembly; writing an article for the newsletter; class performance, etc.
4. **If you have nominated a child with additional needs** (e.g. ASD, dyslexia, ADHD, speech/auditory/processing needs, etc.), a child who requires the presence of an aide, or a child with behavioural concerns, please inform the program coordinator. We want to provide the best learning experience for that child.

## Variations for host schools

1. Host schools may select **up to 16 children for each day**.  
If you require more places, contact the program coordinator.
2. **Nominate your students as soon as possible**. This will maximise their chance of securing a place.
3. Host schools are entitled to **1 complimentary place in the lower years and upper years programs**.
4. Please provide the following information for each student selected for a complimentary place:
  - a. **student full name**
  - b. **DOB**
  - c. **parent full name**
  - d. **parent email address**
  - e. **parent contact number**