PGCE Final Placement. A summary : 5th March – 22nd June 

Students contact school – by letter or email before 5th March

Week 1 : Induction; settling in, getting to know the school, staff, policies, routines, children and teaching topics and themes - some teaching towards end of week. **1 formal written Record of Lesson Observation (RoLO).**

University Visiting Tutor (UVTs) contacts student and Class Mentor (CM) set Interim Visit date.

Student begin to build up teaching to 70% by Interim. Timescale is personalised and manageable. Student completes Action Plan based on discussion with CM, sends to UVT and uploads to Moodle.

Student teaches Core and Foundation Subjects, lesson plans on Manchester Met plans for 4 weeks – then agree change to school/weekly plans if secure in planning, student evaluates all teaching (useful and manageable) and set targets.

**CM writes 1 RoLO per week**. CM and student meet for **Weekly: Review and Reflection;** check planning, files, set targets – see Handbook for guidance.

CM to help guide student on effective use of Professional Development time and completion of specific **Professional Development Activities (PDAs)** :

* Observe and teach PE, create a display.
* Film the student teaching. Student to watch and reflect.
* Transition: 1 day in KS2 (EYs/Ks1 students) or KS3 Secondary School (KS1/2 students).
* Complete Child Profile and write End of Year Report.

Continuing PDAs from PG1

* Complete Phonics PDAs and Maths Booklet
* Engage as appropriate with Behaviour Management and Bilingual Learners Portfolios
* Learning Journal (personal reflections on teaching)

**If any concerns/feedback contact UVT ASAP**

**Interim Week wb 30th April** – Student teaching 70%. CM discuss progress with student. **Complete Interim Report** and share with UVT at Interim Visit - discuss/agree grades with UVT.

If At Risk Of Failure (AROF) – discuss with UVT see Handbook. If RI NEEDS SUPPORT – complete Action Plan -share with UVT.

UVT Visits – watch part of a lesson, check files, discussion with CM and student, discuss and QA Interim Report and grades.

Student reduces teaching to 60% to work on targets. CM to model targets.

Wb 14th May – students return to University for 1 day. Professional Development Review with Personal Tutors.

Last 2 weeks – student teaches 80%.

Possible Senior Moderator Visits for AROF students and QA Visits.

**Final week wb 18th June** and UVT visit. **Complete Final Report** share and discuss Final Report with UVT. UVT moderates, QAs and agrees grades. Email Final Report to UVT and complete PGF School Based Training online evaluation - link sent to school.

If students have not completed 120 days in school - additional days required.