**PLEASE KEEP THIS ORIGINAL FORM AT THE FRONT OF YOUR SCHOOL-BASED TRAINING FILE**

**PHOTOCOPIES OF THIS FORM SHOULD BE GIVEN TO YOUR UNIVERSITY TUTOR AND CLASS MENTOR / PROFESSIONAL MENTOR AT THE BEGINNING OF YOUR PLACEMENT**

**STUDENT Number: …………………………………………….. PROGRAMME: ……………………… YEAR: ……………**

**1. Name: ………………………………………………………………………………………………………………………………**

**2. ADDRESS FOR DURATION OF SCHOOL EXPERIENCE: …………………………………………………………………**

**…………………………………………………………………………………………………………………………………………...**

**………………………………………………………………………………………… Postcode:………………………………..**

**3. Telephone no: ……………………………………………. Mobile No: ……...……………………………………….**

 **4. SCHOOL: ……………………………………………………………………………………………………………………………**

**5. HEADTEACHER: …………………………………………………………………………………………………………………..**

**6. PROFESSIONAL MENTOR: …………………………………………………………………………………………………………………………...**

**7. CLASS MENTOR: …………………………………………………………………………………………………………………**

**8. UNIVERSITY TUTOR: …………………………………………………………………………………………………………..**

**9. AGE GROUP/S BEING TAUGHT: ………………………………………………………………………………………………**

**10. DATES OF SCHOOL EXPERIENCE: from: ………………………………… to: …………………………………………**

**11. DATES TO BE AVOIDED FOR OBSERVATION VISITS: eg Inset, school trips etc . …………………………………**

**…………………………………………………………………………………………………………………………………………...**

**…………………………………………………………………………………………………………………………………………...**

**12. ANYOTHER INFORMATION WHICH YOU FEEL WOULD BE HELPFUL FOR US TO KNOW: ………………………**

**……………………………………………………………………………………………………………………………………….......**

**……………………………………………………………………………………………………………………………………….......**

**PLEASE COMPLETE THE TIMETABLE OVERLEAF**

**SCHOOL-BASED TRAINING TIMETABLE:** to be completed by the student weekly

It is essential that you indicate: The start and finish times of the school day

 Regularly timetabled events such as assemblies

 Highlight in different colours when you expect to be teaching and when you will be supporting your class mentor

 Clearly identify your PDR time and what map in what you have planned to do during this time, e.g. shadow a TA, talk to the SENCO

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME** |  |  |  |  |  |  |  |  |  |  |
| **MONDAY** |  |  |  |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |  |  |  |

IT IS IMPORTANT THAT YOU GIVE BOTH SIDES OF THIS FORM TO YOUR CLASS MENTOR / PROFESSIONAL MENTOR AND UNIVERSITY TUTOR AT THE BEGINNING OF YOUR PLACEMENT **Please remember to notify your university tutor of any changes to this timetable as soon as they are known.**