**Primary Placement One Initial Link Tutor Visit Checklist**

**Email introduction:** 28th September to 6th October with Zoom meeting if possible; check access to required resources e.g. School Experience Handbook, Tracking Progress Documents, and PebblePad.

**Observation visit:** 13th November – 8th December - complete checklist; share with mentor and student; student to upload to PebblePad

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| Link Tutor’s name: |  |
| Student Teacher’s name: |  |
| School name: |  |
| Mentor’s name: |  |
| Date of visit: |  |
| Subject observed  |  |

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| Have you:  | Yes/No  | Comment |
| Prior to the visit, checked the student teacher’s PebblePad portfolio? Have you looked at all tabs to check that they are addressing requirements? How are the WPLRs developing - have they uploaded annotated lesson plans with completed evaluations and corresponding LDRS; do the WPLRS include reflections on university based sessions/PLAs; has the mentor confirmed each week? (Please address if there are gaps and consider if Support and Intervention Process is appropriate.)  |  |  |
| Checked that the Health and Safety Checklist has been completed and signed? |  |  |
| Discussed the progression against the Core Content Framework areas using the Tracking Progress documents and explored the expected outcome for the interim assessment point? If the student is “not on track”, please refer to the Support and Intervention process and email the Programme Lead.  |  |  |
| How is the student teacher managing their PebblePad Portfolio, school experience files? What PLAs have been completed already? |  |  |
| How much teaching is the student doing and how are they finding this?  |  |  |
| Have you carried out any other activities e.g. met with PCM, Head; have you checked that the PCM, Head or other Senior Leader has carried out/is planning for a joint observation with the mentor? |  |  |
| Check and agree key dates for final Placement 1 visit between the Interim and end of Placement 1 Assessment. (To be online unless observation agreed as part of support plan – if so, please inform Programme Lead) Interim Assessment: 15.12.23End Placement 1 Assessment: 2.2.24 |  |  |
| Following visit, have you sent the checklist; copy of LDR and annotated lesson plan to the Programme Lead? |  |  |

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| Additional comments/areas of focus on matters related to the above checklist that require an action; for example, around school experience files or general progress so far of student teacher (to be completed by the Link Tutor based on the discussion): |