**Placement One Phase 1 Link Tutor Visit Checklist**

**Email introduction:** 23rd September to week beginning 14th October with Zoom meeting if possible; check access to required resources e.g. Partnership Handbook, Tracking Progress Documents, and PebblePad.

**Observation visit:** 11th November – week of 9th December - complete checklist; share with mentor and student; student to upload to PebblePad

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

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| **Prior to the visit, have you:**  | Please tick or comment as appropriate |
| Prior to the visit, checked the BST’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? |  |
| Monitored the collation of school experience files (for example on One Drive)? Please note if this has not been shared and follow up with BST. |  |
| **During the visit, please discuss:** |  |
| The progression against the Core Curriculum Components using the Tracking Progress documents and explored the expected outcome for the first progress review point at the end of Phase 1? If the BST is “not on track”, please refer to the Support and Intervention process and email the Programme Lead.  |  |
| How is the BST managing their PebblePad Portfolio, school experience files (for example on OneDrive)?  |  |
| How much teaching is the BST doing and how are they finding this?  |  |
| How the ITAP week(s) have helped to support the BST’s development of classroom practice? Is the mentor interested in being involved in future ITAP weeks? (w/b 3rd March and w/b 23rd April) |  |
| Have you (link tutor) carried out any other activities e.g. met with PC, Head; have you checked that the PC, Head or other Senior Leader has carried out/is planning for a joint observation with the mentor? |  |
| How is the mentor engaging with the mentor development material (i.e. the curriculum resources on the website) and how is this being used to support the BST? [School experience and mentor development | Brunel University of London](https://www.brunel.ac.uk/education/postgraduate-programmes/ite-pgce-programmes/school-experience-and-mentor-development) (Password Brunelpartners). Does the mentor have any suggestions for future mentor development sessions? |  |
| **For follow up:** |  |
| 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) End of Phase 1: 29.11.24End of Phase 2: 24.1.25 |  |
| Please send this completed checklist to the BST for uploading to Pebblepad |  |

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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 BST (to be completed by the Link Tutor based on the discussion): |