

PREPARATION PHASE: First Meeting template

Student teacher's name:	
Contact details:	

	Activity	Notes	✓
Building your relationship with your student teacher			
1	Create a physical space.		
2	Share information about student teacher's interests, strengths and areas requiring improvement.		
3	Share information about units / subjects completed at university.		
4	Spend time showing the student teacher where materials are located in the classroom.		
Building communication structures			
1	Discuss means of communication (email/phone/meetings).		
2	Discuss times for meetings (after school/before school/break).		
3	Discuss meeting expectations (attending staff meetings, year meetings, moderation meetings).		
4	Establish oral feedback strategies.		
5	Establish written feedback strategies.		

Adapted from: Rudney, G., Guillaume, A. (2003) *Maximum mentoring*. Thousand Oaks, California: Sage Publications.

Planning the student teacher experience			
1	Review university expectations.		
2	Discuss curriculum documents / school programme / scope and sequence planning through key learning areas.		
3	Spend time sharing classroom planning and programming.		
4	Establish expectations for the student teacher's lesson planning, observation notes, reflections.		
5	Discuss student teacher's allocation of teaching (subject and times).		
Becoming familiar with the learners, classroom, school and local context			
1	Help the student teacher to learn the names of the learners.		
2	Provide information about the learners, their backgrounds and any specific learning difficulties.		
3	Tour the school and discuss procedures and policies implemented at school level.		
4	Point out toilets, staff room, tuck-shop and other places of interest.		
5	Discuss playground duty policies and expectations.		
6	Discuss school community, families and procedures for talking with parents.		
7	Introduce the student teacher to the staff.		
8	Highlight particular procedures such as photocopying, student attendance, illness and leaving the school premises.		