

School Experience Timeline

PGCE Secondary Foundation

Before your placement:

Attend School Experience preparation lectures and engage with the Moodle page

Contact your school to thank them for hosting your placement and confirm arrival time

Complete School Experience Preparation template on [Abyasa](#)

Contact your Link Tutor

Familiarise yourself with the Subject Support page on the [Partnership Portal](#)

Week 1 and 2

Arrange and complete the initial training meeting with your mentor and Link Tutor

Set provisional dates for your Monitoring and Quality Assurance (M&QA) visit

Set a time for weekly training meetings and target setting with your CBM

Agree a time for planning to be submitted to get feedback before teaching

Ensure that your CBM is invited to your Abyasa and can access your records

Your PCM may arrange a time to observe you during block placement

QA:

Expectations of SE, mentor training needs, resources available

Week 3 and 4

M&QA visit takes place with Link Tutor and mentor

Continue to follow training plan

QA:

Mentor support

Weeks 5 to 9

Continue to follow training plan

Week 10

Continue to follow training plan

Ensure that Progress Record is completed, including reflective comments

M&QA Sign Off meeting takes place with Link Tutor and mentor

Complete evaluation of school experience on Abyasa

QA:

Trainee progress

School Experience Timeline

What happens when?

Initial Training Meeting

Purpose: to provide initial training to mentors and outline placement expectations for all involved (trainee, mentor and link tutor).

This meeting will take place in the early part of a placement and cover the following:

- Safeguarding essentials
- Placement expectations
- Weekly expectations
- St Mary's curriculum
- Mentor training and resources available

The link tutor may also set a provisional time for the first M&QA visit to take place in this meeting.

QA:

Expectations of SE, mentor training needs, resources available

Monitoring and Quality Assurance (M&QA) Visit(s)

Purpose: to quality assure the placement and ensure that all parties have access to the support and resources required to complete the school experience successfully.

These meetings will take place throughout a placement, with the first usually taking place in the first couple of weeks of school experience.

Link tutors will check the following on Abyasa before they visit the school:

- Use of planning templates and lesson feedback records
- SMART targets
- Weekly training meetings are taking place

An M&QA visit may involve the following:

- Lesson observation of trainee
- Observation of coaching style feedback by mentor
- Check of any requirements for remaining school experience
- Review of trainee subject knowledge and overall progress

As a result of this visit, an M&QA template will be added to the trainee's Abyasa timeline and minute the discussion that takes place.

Please note this may occur more than once per period of school experience and will be arranged by the link tutor.

QA:

Mentor support

Monitoring and Quality Assurance (M&QA) Sign Off

Purpose: to finalise the outcome of the placement and confirm that all necessary paperwork has been completed.

This meeting will take place in the final week of a placement and require the link tutor to confirm that following have been completed:

- Required number of lesson feedback records
- Required number of weekly training meetings
- Profile child tasks (primary only)
- Progress/assessment record, including evidence and reflective comments
- Student attendance is accurately recorded

QA:

Trainee progress