**ONE WEEK TIMETABLE (Secondary)**

Your timetable is used by your Link Tutor to arrange your observations, online meetings, and any support visits. It will also be used by Senior staff in the FoE to arrange external visits (for example, Ofsted or DfE). Finally, it is used to ensure your ITT course is compliant for the award of QTS or QTLS once in post (Post-14) and for the purpose of any bursary you may be claiming.

**It is the trainee’s responsibility to ensure their timetable is accurate, up to date and shared with their Link Tutor.**

| **Please specify:** | |
| --- | --- |
| Student name & ID: |  |
| Course: |  |
| Setting: |  |
| Placement phase: Introductory/Development/Consolidation (please circle) | |
| Mentor: |  |
| Mentor email: |  |
| Link Tutor: |  |
| Please ensure you send your Link Tutor your timetable once it is agreed by your mentor. Your Link Tutor will ensure:   * You are teaching the right number of hours * You are teaching enough of your subject * You are teaching the right age phase/Key Stage | |

| **Placement phase: Introductory/Development/Consolidation (please circle)** | |
| --- | --- |
| Mentor: |  |
| Mentor email: |  |
| Link Tutor: |  |
| Please ensure you send your Link Tutor your timetable once it is agreed by your mentor. Your Link Tutor will ensure:   * You are teaching the right number of hours * You are teaching enough of your subject * You are teaching the right age phase/Key Stage | |

**WEEK ONE**

| Period | Times | Mon | Tues | Wed | Thurs | Fri |
| --- | --- | --- | --- | --- | --- | --- |
| Form |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| Break |  | Break | Break | Break | Break | Break |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| Lunch |  | Lunch | Lunch | Lunch | Lunch | Lunch |
| 5 |  |  |  |  | *Trainees should be free from 1pm to engage with online teaching.* |  |
| 6 |  |  |  |  |  |

**Instructions for trainees/mentors:**

* For each class you are teaching please state the time, class code and the course being followed (if applicable). For example, GCSE/BTEC/A level etc.
* Where you are not wholly responsible for the class please indicate by labelling as TT (team taught/shared) or O (observation only).
* Where you are teaching a class which is not on your mentor’s usual timetable, please include the name of the staff member.
* Include your weekly mentor meeting (this should be approx. 1 hour per week)
* Include any form/pastoral time (if applicable)

**YOU MUST ENSURE THAT A COPY OF YOUR TIMETABLE IS SENT TO YOUR EDGE HILL LINK TUTOR WHO WILL BE ABLE TO CONFIRM THE TIMETABLE MEETS THE REQUIREMENTS (OR ADVISE IF NOT) AND RECORD ON INPLACE. ANY CHANGES MUST BE COMMUNICATED TO YOUR LINK TUTOR AND THE MOST RECENT VERSION OF YOUR TIMETABLE SHOULD BE UPLOADED TO YOUR E-PORTFOLIO.**