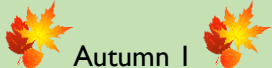
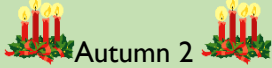


MENTOR MEETINGS CALENDAR

The following calendar sets out suggested Mentor Meeting agendas for the first placement.


 Autumn 1 Building up to 3 hours teaching			
<u>W/B 25th September</u> <ul style="list-style-type: none"> • Introduction to the class • Children – assessment details and friendships • Classroom environment • Timetable (essential) • Briefly look at PPPA form so this is clear from the beginning ★Date Meeting Held:	<u>W/B 2nd October</u> <ul style="list-style-type: none"> • Children as learners • Identify differing needs of pupils: EAL, SEN, • Task TS6A Tracked Children: Select 5 children (from a range of attainment groups) ★Date Meeting Held:	<u>W/B 9th October</u> <ul style="list-style-type: none"> • What have you learnt from your observations in the Early Years or KS2 classes? • Review subject knowledge and identify strengths and weaknesses • Discuss parents and homework ★Date Meeting Held:	<u>W/B 16th October (not Brighton and Hove Schools)</u> <ul style="list-style-type: none"> • Joint planning- devising clear learning outcomes (lessons to be team taught) • Teaching of reading –books, resources, approach to assessing reading • Discuss Tracked Children ★Date Meeting Held:
Plan for: <ul style="list-style-type: none"> • Observations across the school especially EYFS/KS2 if not based there. To discuss week of the 9th Oct • Core subject observations in class - request lesson plans for these to follow progression 	Plan for: <ul style="list-style-type: none"> • Observe group/guided reading • Observe phonics teaching. • Read to class • Working with groups of children during lessons • Task TS4A Building your role 	Plan for: <ul style="list-style-type: none"> • Maths activity, explore resources. Observe maths activity with mixed attainment group • Team teaching • Discuss PPPA form before submission • Task TS4A Building your role 	Plan for: <ul style="list-style-type: none"> • Maths and Literacy observations in school • Curriculum Tutor to observe after half term so it is best to have taught whole class before then • Observation TS4D

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 Autumn 2 Building up to 8 hours teaching			
<u>W/B 30th October</u> <ul style="list-style-type: none"> • Plan whole class teaching session • Discuss team teaching, successes and areas for development • How do the children's responses inform planning? ★Date Meeting Held:	<u>W/B 6th November</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets. Focus on differentiation following university sessions on the 3rd November. • Observation TS2B from Professional Practice Profile (PPT) ★Date Meeting Held:	<u>W/B 13th November</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets • View and discuss video footage of your teaching • Discuss possible themes for the APK assignment ★Date Meeting Held:	<u>W/B 20th November</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets • Discuss one of the planned observations A-D in PPT TS4 • Observations B and C to be shared on Friday 24th at university (mentor and trainee day) ★Date Meeting Held:
Plan for: <ul style="list-style-type: none"> • Plan for filming of some of your teaching to discuss on week of the 13th November • Observation TS2B from of PPT • Task TS4A Building your role 	Plan for: <ul style="list-style-type: none"> • Look at a copy of SEN ILP/EHC for a child in your class • Observations A-D PPT TS4 Schedule these into the timetable. • Observations B and C to be shared on Friday 24th at university • Observations TS4D 	Plan for: <ul style="list-style-type: none"> • Planning for support staff • Discuss one of the planned observations A-D from PPT TS2 	Plan for: <ul style="list-style-type: none"> • Shadow someone who provides 1-1 or small group support • Task TS2D on pupil progress. • Observations TS4D
<u>W/B 27th November</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets • Discuss Task TS2D on pupil progress • Focus on TS6 Tracked children Task here as well – moderation/target setting ★Date Meeting Held:	<u>W/B 4th December</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets • Review PPPB and targets • Agree on APK focus ★Date Meeting Held:	<u>W/B 11th December</u> <ul style="list-style-type: none"> • Review teaching from previous week and targets • Discuss expectations of planning and teaching for the first week of spring term ★Date Meeting Held:	
Plan for: <ul style="list-style-type: none"> • Collecting any outstanding evidence for PPPB form 	Plan for: <ul style="list-style-type: none"> • Observing talk in the classroom prior to university input in Phase C (Observation TS2A) • Observations TS4D 	Plan for:	

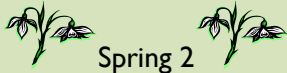
Mentors return Professional Practice Profile B (PPPB) by **15th December** ite@sussex.ac.uk & Curriculum Tutor

* due to variations in half terms across West/East Sussex and Brighton and Hove, the dates are for guidance only.

 Spring 1 Building up to 10 hours teaching		
<p>W/B 1st January</p> <ul style="list-style-type: none"> Review teaching timetable to ensure teaching at least one class lesson per day Discuss APK lesson planning and plan when the lessons will be taught <p>★Date Meeting Held:</p>	<p>W/B 8th January</p> <ul style="list-style-type: none"> Review tracked children's progress and update targets Observation TS5C PPT <p>★Date Meeting Held:</p>	<p>W/B 15th January</p> <ul style="list-style-type: none"> Planning for and feedback from TA support in class and interventions Focus on trying Dix's techniques in the classroom <p>★Date Meeting Held:</p>
<p>Plan for:</p> <ul style="list-style-type: none"> Observation TS5C PPT Focus on behaviour management techniques prior to Paul Dix on 12th Jan 	<p>Plan for:</p> <ul style="list-style-type: none"> Planning for support staff Focus on SEND children prior to SEND day on 19th Jan 	<p>Plan for:</p> <ul style="list-style-type: none"> Observation of MFL lesson

<p>W/B 22nd January</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Planning and teaching of MFL <p>★Date Meeting Held:</p>	<p>W/B 29th January</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Review PPPC and targets Observations TS4D PPT <p>★Date Meeting Held:</p>	<p>W/B 5th February</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Review foundation subject teaching and areas for development re subject knowledge. <p>★Date Meeting Held:</p>
<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT Ensuring some foundation lessons are being taught in your timetable. 	<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT 	<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT

Mentors return Professional Practice Profile C (PPPC) by 9th February ite@sussex.ac.uk & Curriculum Tutor

 Spring 2 Building up to 12 hours teaching		
<p>W/B 19th February</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Review teaching timetable to ensure teaching at least two class lessons per day including whole morning/afternoon and whole days <p>★Date Meeting Held:</p>	<p>W/B 26th February</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Improving planning for teaching and learning in core subjects <p>★Date Meeting Held:</p>	<p>W/B 5th March</p> <ul style="list-style-type: none"> Review tracked children's progress and update targets Discuss reflective practice and reflection in action. Observation TS5C <p>★Date Meeting Held:</p>
<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT Observations TS4D PPT 	<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT Moderation of Tracked Children assessments 	<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT Observations TS4D PPT

<p>W/B 12th March</p> <ul style="list-style-type: none"> Review teaching from previous week and targets View and discuss video footage of your teaching <p>★Date Meeting Held:</p>	<p>W/B 19th March</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Discuss focus/targets for Enhanced Professional Practice <p>★Date Meeting Held:</p>	<p>W/B 26th March</p> <ul style="list-style-type: none"> Review teaching from previous week and targets Review PPPD and targets <p>★Date Meeting Held:</p>
<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT Moderating assessment judgements and writing Report comments for Tracked Children 	<p>Plan for:</p> <ul style="list-style-type: none"> Observations/tasks suggested in PPT 	<p>Plan for:</p> <ul style="list-style-type: none"> Starting at Enhanced Placement

Mentors return Professional Practice Profile D (PPPD) by 29th March ite@sussex.ac.uk & Curriculum Tutor