**Induction Checklist**

*Placement 1 – Block 1*

Use this checklist to secure your knowledge and understanding of your placement school.

If you are unsure of anything, ask your Subject or Professional Mentor!

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| **Information** | **Date** *(or completion date)* | **Notes:** *use this section to evidence your understanding e.g., what are the timings of the school day? Who is the DSL? (Designated Safeguarding Lead) etc.* |
| Know what time you are expected to attend your placement and where to go. Including how to register your attendance, should you sign in and out? |  |  |
| Know what the school’s staff dress-code, including piercings, tattoos, footwear, etc. |  |  |
| What are the timings of the school day? |  |  |
| Meet the Headteacher |  |  |
| Meet your Subject Mentor |  |  |
| Meet your Professional Mentor |  |  |
| Meet your subject department and workspace. |  |  |
| Meet your Head of Department (if it is someone other than your Subject Mentor) |  |  |
| Understand what pupils do if they are late to school, need to leave early or have an appointment? |  |  |
| Know where the staff room is and how the school’s canteen system works – is it cashless, do you need to register to use it? |  |  |
| Understanding of the school’s Safeguarding policy and how to report a Safeguarding concern (including Prevent). |  |  |
| Understanding of the school’s fire/evacuation/lockdown policy |  |  |
| Understanding of who First Aiders are and the Health/Safety policy. |  |  |
| Understanding of the school’s behavioural policy |  |  |
| Understanding of the staff absence procedure, what do you need to do? |  | *Remember, you will also need to notify your PAT and* [*SEPDAttendance@hud.ac.uk*](mailto:SEPDAttendance@hud.ac.uk)  *Your absence log should be uploaded to PebblePad weekly.* |
| Understanding the school’s mobile phone/IT policy |  |  |
| Have a computer log-in and email. |  |  |
| Access to relevant resources, photocopying etc. |  |  |
| ID card and lanyard (not a visitor lanyard). |  |  |
| Access to relevant classrooms – keys. |  |  |
| Introduction to the school’s curriculum and subject curriculum including schemes of work. |  |  |
| Knowledge of key staff e.g., SLT, SENCO, Year Managers etc. |  |  |
| 2-day Primary Placement to be arranged with your Subject Mentor. |  | *Complete Primary Placement Report (see Placement Documents in Brightspace) and upload in PebblePad under ‘Alternative Provision’.* |
| Discussion of your teaching timetable, using University Timetable Template. |  | *(See Placement Documents in Brightspace). Upload Timetable in PebblePad under ‘Block 1’, ‘Info, Targets and Review 1’.* |
| An awareness of the groups/pupils you will be teaching. |  |  |
| Understanding of where to find SEND/EAL information. |  |  |
| To be assigned to a form group |  |  |
| To be assigned to a break duty buddy, at least once per week. |  |  |