

Information Sheet

This is some information that would be useful to provide for the trainee who will be joining your department for their second placement.

- The names of the people who teach in your department

- Please highlight the teachers with whose classes the trainee will be working.
- When is a good time to catch you for quick questions?

- Where are the schemes of work kept?

- Where are supplementary resources kept? (E.g. Glue sticks, file paper, scissors etc.)

- How do you log on to the School's network?

- Where is a good place to work in school?

- How do you organise photocopying?

- When and where are departmental/school meetings and briefings?

- Where is a good place to leave bags/books/files and other stuff?

- Where is a good place to eat your sandwiches and do you have any special arrangements for making tea or coffee?