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**Induction Programme Meeting Schedule Year 1**

Agree dates and times for meetings between the induction tutor and ECT for the year and note them in the table. There should be a minimum of 1 formal meeting each half term.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Date, time and location** | **Focus** | **Documentation** |
| **Autumn Term -Meeting 1** |  | Agree targets and arrange a lesson observation for the autumn term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Autumn Term -Meeting 2** |  | Review Teachers’ Standards Evidence Form.  Discuss Progress Review. | Teachers’ Standards Evidence Form  **Progress Review 1 – ECT Manager** |
| **Spring Term -Meeting 3** |  | Review targets and arrange a lesson observation for the spring term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Spring Term -Meeting 4** |  | Review Teachers’ Standards Evidence Form.  Discuss Progress Review. | Teachers’ Standards Evidence Form  **Progress Review 2 – ECT Manager** |
| **Summer Term - Meeting 5** |  | Review targets and arrange a lesson observation for the summer term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Summer Term - Meeting 6** |  | Review Teachers’ Standards Evidence Form.  Discuss first assessment. | Teachers’ Standards Evidence Form  **Assessment Form 1 – ECT Manager** |

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**Induction Programme Meeting Schedule Year 2**

Agree dates and times for meetings between the induction tutor and ECT for the year and note them in the table. There should be a minimum of 1 formal meeting each half term.

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| --- | --- | --- | --- |
|  | **Date, time and location** | **Focus** | **Documentation** |
| **Autumn Term -Meeting 7** |  | Agree targets and arrange a lesson observation for the autumn term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Autumn Term -Meeting 8** |  | Review Teachers’ Standards Evidence Form.  Discuss Progress Review. | Teachers’ Standards Evidence Form  **Progress Review 1 – ECT Manager** |
| **Spring Term -Meeting 9** |  | Review targets and arrange a lesson observation for the spring term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Spring Term -Meeting 10** |  | Review Teachers’ Standards Evidence Form.  Discuss Progress Review. | Teachers’ Standards Evidence Form  **Progress Review 2 – ECT Manager** |
| **Summer Term - Meeting 11** |  | Review targets and arrange a lesson observation for the summer term.  Discuss Teachers’ Standards Evidence form. | Meeting Notes  Teachers’ Standards Evidence Form |
| **Summer Term - Meeting 12** |  | Review Teachers’ Standards Evidence Form.  Discuss final assessment. | Teachers’ Standards Evidence Form  **Final Assessment– ECT Manager** |