

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

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.

	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 3 – 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 4 – 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 Assessment Form 2 – ECT Manager