

Proposal for a placement in a school

PLEASE COMPLETE THIS FORM USING TYPE OR A WORD PROCESSOR BEFORE SIGNING

Details of proposal and personnel:

Name of trainee	
Name of School	
School contact details – phone & email	
School complete postal address	
Name of Head Teacher with email	
Name of mentor (See * below)	
Age range covered by school	
Are you employed by the school?	
Placement trainee only – are you going to be at the school for both placements? (If its only for one supply second form to cover second placement)	

Other Information

You will need to video sample lessons to send to the University. The format must be capable of being played on a computer or DVD player.		
Are these facilities available? (Please tick)	YES	NO
Description of the curriculum taught in the school (e.g. is it American. UK national curriculum etc)		

Describe below the opportunities for you (the trainee) to

a) observe lessons from the beginning of the course and during both theory based modules: EDE208 and EDE313	
b) teach lessons <ol style="list-style-type: none"> 1. across key stages 2. across the primary curriculum or subject range in secondary 	

* The mentor must be someone who can demonstrate that they have sufficient experience and possibly training to undertake the role of advising on and assessing the teaching standard for this programme. They will be the person who gives formal written feedback on the lessons the trainee teachers in the placement module. A SEPARATE AGREEMENT FORM MUST BE COMPLETED BY THE MENTOR.

Agreement that the above details are correct

	Name (please print)	Signature	Date
Head Teacher of school named above			
Trainee making the proposal			

Please return completed form to Imelda Forrest or Sue Cottam
e-mail or fax to pgceos-admin@sunderland.ac.uk +44 (0) 191 515 2359