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| **Communication Protocol:** | | |
| **Student name:** | **Institution:** | |
| **School name:** | **Mentor name:** | **Placement coordinator name:** |
| **Placement dates: Start: Finish:** | | |
| **Strengths:** | | |
| **Areas to improve:** | | |
| **Actions to be taken:** | | |
| **Date written by pre-service teacher** | **Date discussed with mentor** | **Date updates completed** |
| **Signatures:**  **Pre-service teacher:**  **Mentor:**  **Placement coordinator:** | | **Dates:** |

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| **General Classroom Observation Checklist: School:** | | | |
| **Class:** | **Teacher:** | **Year level/Grade:** | |
| **Number of students:** | **Male: Female:** | **Class details/special needs students/aides present** | |
| **Observation Focus Areas** | **Strategies:** | | **Comments on effectiveness/questions:** |
| *Classroom environment:* |  | |  |
| *Classroom management:* |  | |  |
| *Teaching strategies used:* |  | |  |
| *Thinking tools used:*  *Think/pair/share*  *Wait time, PMIs*  *Mind maps, other graphic organisers*  *De Bono Hats etc* |  | |  |
| *Differentiation strategies:* |  | |  |
| *Other areas:* |  | |  |

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| **Following a student/class for a day: An Observation Checklist:** | | | |
| **School:** | | **Grade/year level:** | **Student/class name:** |
|  | **Observations: e.g. behaviour/noise level/pedagogy/ differentiation/ participation/engagement** | | **Comments/Questions:** |
| *Lesson 1*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 2*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 3*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 4*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 5*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 6*  *Teacher:*  *Subject:*  *Time:* |  | |  |
| *Lesson 7*  *Teacher:*  *Subject:*  *Time:* |  | |  |

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| **A Lesson Reflection Guide:** | | | | | |
| **Student name:** | | **School:**  **Subject:**  **Lesson:** | | | **Date:** |
| **Topic:** | **Reflections/comments:** | | **Questions:** | **Actions/goals for next/future lessons** | |
| *Level of engagement* |  | |  |  | |
| *Classroom environment* |  | |  |  | |
| *Resources* |  | |  |  | |
| *Classroom management*  *Student behaviour* |  | |  |  | |
| *Learning intentions*  *Success criteria*  *Evidence of success* |  | |  |  | |
| *Lesson structure*  *Introduction*  *Main body*  *Conclusion* |  | |  |  | |
| *Content*  *Skills*  *Essential/key*  *questions* |  | |  |  | |
| *Assessment*  *strategies*  *Assessment*  *for/as/of learning* |  | |  |  | |
| *Pedagogy*  *Thinking processes*  *Differentiation*  *Strategies*  *Catering for any special needs* |  | |  |  | |
| *Individual work*  *Group work*  *Whole class discussion*  *Participation rate* |  | |  |  | |
| *Time management* |  | |  |  | |
| *Other comments* |  | |  |  | |