Dear Colleague

**University Visiting Tutor School Visit**

Trainee(s) ……………………….

I would like to visit your school on ………………………………………, from …………………………… (time) to ……………………(time) to visit the above-named trainee(s).

I would be grateful if you could arrange a timetable for me ensuring that all elements of the visit can be covered and could complete and return to me by email the form below.

Timetable for visit:

|  |  |  |  |
| --- | --- | --- | --- |
| *Please include the following items, not necessarily in this order* | **Duration** | **Trainee 1** | **Trainee 2** |
| Observation of teaching, jointly with the Lead Mentor if possible | **Up to an hour** |  |  |
| Joint feedback with trainee (Lead Mentor and UVT) | **15 mins** |  |  |
| Discuss trainee’s progress with Lead Mentor | 15 mins |  |  |
| Meeting with the trainee | **1 hour** |  |  |
| Meeting Reflective Mentor | **15 mins** |  |  |
| Meeting ITE Coordinator | **15 mins** |  |  |
| Trainees are now using an electronic IDP, please provide any WIFI details here: | | | |

I hope that this date and time is convenient for you and please do contact me if you would like to discuss this further.

I look forward to working with you.

Best wishes