

# Week 1 Check-In with Newly-Appointed Teachers

**Teacher Name:**

**Date:**

1. Have you got any questions after your first week? Did anything arise that you weren't sure how to deal with?
  
2. Inspection of paperwork:

<b>Register</b>	Lesson 1:  Lesson 2:
<b>Course Guide</b> (weekly plan for upcoming week)	Lesson 1:  Lesson 2:

3. Review of policies and procedures. What would you do in the following situations?
  - a. A student arrives at 9.15
  
  - b. A student arrives in class but their name is not on the register. They say they were in this class last week, at least for some of the lessons.
  
  - c. A student says they are ready to move to the next level.
  
  - d. A student says they have to take an end-of-course exam and want to know which one they should do.
  
  - e. A student doesn't have a coursebook and says their previous teacher used to give them photocopies.
  
4. Review of student welfare and feedback policies.  
 Have these things happened in your class this week?
  - a. New Student Tutorials
  - b. 1-to-1 Friday Progress Tutorials
  - c. Whole Class Feedback
  
5. What three things are you going to do differently next week?
  
6. Is there anything you'd recommend including in induction for other new teachers?

**Stage 4 - Initial Observation: Date set:**