Master Of Teaching And Learning Programme

Student Teacher – Mentor Teacher Agreement

Victoria University of Wellington has clear expectations about the student teacher’s role and behaviour during the teaching experience. Completing this form assists the student teacher in clarifying the parameters of the school in which they are placed. Each school is responsible for ensuring that student teachers have been adequately briefed about the health and safety aspects of the school and ensuring that they are safe while undertaking a placement there. The school should notify Victoria University of Wellington about any health and safety incident involving the student teacher as soon as possible by emailing [professionalpractice@vuw.ac.nz](mailto:professionalpractice@vuw.ac.nz)

|  | **Details to be recorded** | |
| --- | --- | --- |
| **School details** | | |
| School address |  | |
| School phone number |  | |
| Mentor Teacher/Coordinator Phone number |  | |
| Mentor Teacher/Coordinator Email Address |  | |
| General points about the school community |  | |
| **Professional matters** | | |
| Introductions - names to remember |  | |
| How staff like to be addressed |  | |
| Hours of attendance for student: 8am-5pm |  | |
| Dress code |  | |
| Arrangements for lunch and other break times |  | |
| Use of phone and cell phone |  | |
| Confidentiality |  | |
| Contacting the Mentor Teacher if the Student Teacher is unwell – when, how |  | |
| **Health and Safety** | | |
| General introduction to the school covering health and safety |  | |
| Introduction to the hazard or risk register or information about notable hazards in the environment and the controls in place to mitigate the hazards and associated risks |  | |
| Evacuation processes for fire, earthquake, tsunami |  | |
| Location of assembly areas |  | |
| Procedures for severe weather, lockdown and Covid-19 |  | |
| Location of manual call points (fire alarm) |  | |
| Procedures for medical situation and policy on administering first aid |  | |
| Who and where are the first aiders? |  | |
| Location of the first aid kits |  | |
| Name of person taking responsibility for the wellbeing of Student Teacher while on placement |  | |
| **Programme, policies and routines** | | |
| School timetable |  | |
| Finding your way around, access to classrooms |  | |
| Internet access and use of school resources |  | |
| Behaviour management and other relevant policies and practices |  | |
| Programme information that may help the Student Teacher understand their observations |  | |
| **Student Teacher participation expectations** | | |
| As an individual |  | |
| At break times |  | |
| As a member of staff team |  | |
| **Other Matters** | | |
|  | | |
| **Signature/date** | | |
| **Mentor Teacher/Coordinator** |  | **Date:** |
| **Student Teacher** |  | **Date:** |