



Guidance for Virtual School Visits

PGCE, School Direct and Teacher Apprenticeships

Primary

- If you are unable to visit school in person for your SD/PG/TA quality assurance visit then you will need to arrange a virtual 'visit'.
- These meetings will need to be in the same visit window as originally planned.
- You will need to create and send the meeting request via TEAMS to both the mentor and trainee. The meeting needs to be with the trainee and the mentor. The meeting could be in sections and you may talk to the mentor or trainee on their own and then together (as we would do in school).
- The focus of the meeting is to have a focused learning conversation and consider pupil progress and trainee progress (as we would do in school). There needs to be time to reflect on target setting and ensuring that these are both supporting and challenging enough to enable the trainee to make progress.
- You will need to see all evidence/files during the meeting.
- **Refer to pages 11 and 12 in the School Direct guidance and the PGCE QA visit guidance.**
- You may need to remind trainees/mentors that all evidence needs to be available during the meeting, this could be both electronically and on paper.
- Trainees will need to be able to 'share screen' on TEAMS with tutors to allow full access to evidence.
- Trainees will need to have their BlueSky account open during the meeting to refer to/share evidence from.
- It would be good to observe the conversations between mentor and trainee following a recent lesson observation. This might not be possible, but it would be good to recommend this when organising the meeting.
- If you cannot observe conversations following a lesson observation, it would be useful to discuss how the mentor has supported the trainee in reflecting on their lesson. This could

happen individually and/or together. These discussions will need to focus on both trainee and pupil progress.

- It may also be useful to recommend to the trainees to talk to some of the children in the class about what they think have learnt (the observed lesson) so they can share this with you and the mentor.
- If the school is able to or has offered to video sections of a lesson and share these before the meeting or during the meeting this would also be useful. It may also be worth discussing if an audio recording could take place if schools are unable to film children. If possible the mentor could use TEAMS 'live' when the trainee is teaching so that you and the mentor could observe together. Obviously, we need to be aware of safeguarding the children.
- It is important to remember that whilst the process for QA visits has changed, the purpose of the visit has not. There needs to be a clear focus on quality assurance throughout the meeting.
- The usual monitoring report forms will need to be used and completed in the same way as if the visit was in person. **Please make it clear on the form if the visit was completed online or in person.** These need to be emailed to Jo.