Hi,

My name is [Your name] from Edge Hill University and I have been assigned to work with you as the link tutor on your upcoming placement.

My role is to ensure you are receiving the best possible mentoring from your school-based mentor during your placement, but I am also here to support you or respond to any queries you may have.

If I haven’t already done so, I will soon be contacting your mentor asking them to attend a mentor training session and will be speaking with your mentor to ensure they are fully prepared.

Please ensure you have contacted your mentor/school to introduce yourself and have sent over your trainee profile. If you are not already familiar with the school, please complete the contextual analysis form for your phase. Please also ensure you have familiarised yourself with your ITE Curriculum (subject and strand component grids) for your upcoming placement. All documentation can be found on the Mentor Space.

I will meet with you prior to staring placement so you can share your contextual analysis with me. Please select from my availability below or suggest a suitable time for us to meet. This will be [in room …… / via Microsoft teams].

[I am available …………………….. ]

Following this, my next contact with you will be online within week 2 to check in with you and your mentor and then half way through your placement where I’ll be supporting your mentor observing one of your lessons.

If you have discovered that your mentor has now changed, please let me know the name of your new mentor.

Should you need anything in the meantime, please don’t hesitate to get in touch.

Kind Regards

[Your name]