

School Experience File

The School Experience File is an important working document. This file should remain well organised, sufficiently detailed and be kept up to date throughout the School Experience.

Every trainee teacher is required to keep SE files for each School Experience (a new one for each SE). The SE file is used to show evidence of your ability to plan thoroughly, evaluate, assess and record both their own and the children's progress. Failure to keep the file up to date may result in a TAP (Targeted Action Plan) being issued.

Section	Section Title	Information to include
1	Classroom organisation	Staff responsibilities Staff duties Class list Classroom layouts
2	School Planning	Medium term plans (if applicable) Timetable/s
3	Planning for each week	As each week is completed, documentation should be archived accordingly. For example, week 2's annotated lesson plans will be filed under "Week 2" Organised chronologically and sub-divided into weeks.
4	Assessment	This section should contain evidence of: - how you have assessed and recorded pupil progress/attainment. - how has AfL informed and developed planning and subsequent teaching. Record keeping should be accessible, manageable and used to inform planning. Further guidance for each practice will be given in the Trainee Briefings.

Your SE file must be accessible at all times.