FREE RESOURCE FOR PRE-SERVICE TEACHERS

Placement Checklist

What to bring, so you can walk in ready on day one.

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Essentials

- [ ] Photo ID and student card
- [ ] Working with Children Check card or number
- [ ] Placement documents and report form
- [ ] Mentor and school contact details
- [ ] Transport card, keys and wallet

Food & drink

- [ ] Lunch that doesn't need a microwave (staffroom queues are real!)
- [ ] Healthy snacks for recess
- [ ] Water bottle
- [ ] Keep cup or mug for the staffroom

Teaching kit

- [ ] Laptop and charger
- [ ] Lesson files on a USB or in the cloud
- [ ] Notebook or placement journal
- [ ] Pens, pencils and highlighters
- [ ] Whiteboard markers (black, blue and red)
- [ ] Sticky notes
- [ ] Printed lesson plans, plus a copy for your mentor
- [ ] Diary or planner with your timetable

Personal & wellbeing

- [ ] Hat and sunscreen for yard duty
- [ ] Jacket or umbrella
- [ ] Comfortable, closed-toe shoes
- [ ] Any personal medication
- [ ] Tissues and hand sanitiser
- [ ] Phone and charger (on silent in class)

Your "just in case" kit

Small pouch

- [ ] Spare pens and whiteboard markers
- [ ] Tissues and band-aids
- [ ] Hair tie or deodorant
- [ ] Phone charger
- [ ] A spare snack
- [ ] Printed copy of your lesson plan

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Ready for day one

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The night before

Night before

- [ ] Pack your bag using page 1
- [ ] Lay out a professional, comfortable outfit
- [ ] Prepare lunch, snacks and water
- [ ] Charge your laptop and phone
- [ ] Check your route and travel time
- [ ] Set two alarms and get to bed early

Your first morning

Day 1

- [ ] Eat a proper breakfast
- [ ] Leave early and aim to arrive 30 minutes before the bell
- [ ] Sign in at the front office
- [ ] Find your mentor and introduce yourself
- [ ] Ask where the staffroom, toilets and photocopier are
- [ ] Smile, breathe and say hello to everyone you meet

My placement details

School _____ **Mentor** _____

Start date _____ **Arrival time** _____

Where to report _____ **Front office phone** _____

My extra items

_____

_____

_____

_____

_____

_____

WANT THE COMPLETE STEP-BY-STEP SYSTEM?

The Placement Ready Toolkit

Everything to prepare, complete and follow through on before, during and after your placement, so you can walk in confident and walk out proud.

$49
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