Appendix A | SWIFT Check-in (Week 10)

Date:	**SWIFT Trainee:**	**Mentor:**
		School:

Assessment criteria	**Yes**	**No**
Attendance and time keeping *Has the trainee teacher been present and punctual to school, all lessons and any other duties?*		
Professional communication *Has the trainee teacher begun to develop effective relationships with colleagues?*		
Professional dress *Has the trainee teacher been wearing professional dress in accordance with the academy's policy?*		
Organisation and initiative *Has the trainee teacher found out all necessary information? Have they been arranging observations?*		
Professional behaviour and relationships *Has the trainee teacher begun to build relationships rooted in mutual respect with students?*		
Initial areas of strength: **1.** **2.**		
Areas for immediate action:		

Signed SWIFT Trainee: Date:	Signed Mentor: Date:	Personal Support Plan ITT required Personal Support Plan ITT in place Lead Mentor notified of need for PSP ITT	Yes / No Yes / No Yes / No