

# Termtime Checklist



# Your Session

Here are some tips on what to do at each stage...

## Before (First session)

### Things to do before your first session

- Attend the training sessions
- Meet other PASS leaders in your group and plan first session together
- Create a Facebook group for your students to make communication easier. A dropbox folder could also be useful.
- Email the students in your PASS group:
  - Introduce yourselves
  - Explain where and when the session will take place
  - Invite them to join the Facebook group
- Use the first session to bond with the group. Use ice-breakers and introduce students to things that you have loved at Leeds (the Union, Societies, community events, School events etc.)

## Before (Future sessions)

### Things to do before your future sessions

- Email students and ask them what they would like to cover (you could set a deadline if it makes it easier for you to plan ahead)
- If students respond, use Strategy Cards to help plan activities during the session
- If students don't respond, think of what academic skills would be useful to cover and use one of the session plans to help you out
- Use the 'Planning your session' document to help you plan the session
- Collect any resources you might need from your School
- Let students know where and when the session is
- Remember to take a register with you

## During

### Things to do after your weekly session

- Email any documents/resources you made or discussed during your session to the students
- Hand in your register to member of Staff in School
- Attend a 'debrief' session that your School will organise

## After

### Things to do during your weekly session

- Take the register
- Start with an ice breaker if necessary
- Try to follow your plan and don't worry about silence!
- Rearrange the room at the end if necessary
- Make a note of any issues that arise or topics that students struggle with in preparation for next session