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| **Instructor name** |  | |
| **Student name** |  | |
| **The first lesson of a term of 12 lessons takes place outside the Centre and enables:**   * **The student and Instructor to get to know each other in a relaxed way,** * **A thorough discussion of the key areas the student would like to cover (using the Menu and Courses Folders)** * **The student to be told what to expect from the “Computer Driving Instruction’ system including how to cancel a lesson if they cannot attend.** | | |
| **Check List** | | **Tick** |
| 1. *Setting up:* Put several “New Student” packs and the two Courses folders on a table outside the Centre and arrange two chairs so that you can sit there comfortably.   (The New Student pack contains the lesson summary sheets and the welcome letter). | |  |
| 1. *Start the lesson:* When your student arrives, welcome them in and explain that the first lesson is spent sitting together outside the Centre, to discuss what they would like to do in their term of lessons and also to set up their “New Student Folder”. | |  |
| 1. *Firstly:* Take your student to the lesson clip-boards and ask them to sign the sheet for today’s lesson explaining what the numbers mean (i.e. 1/12 is first lesson of 12) then take them to the table and sit down. | |  |
| 1. *Sit down and choose a colour:* The first thing that your student needs to do is to choose a colour for their New Student pack! Once this is done you need to write their name and the start and finish dates of their term on the white label on the folder. (You can find the finish date from the Weekly Lessons sheets in the Centre – it will be one week before the next students start date) | |  |
| 1. *Read the ‘Welcome’ letter:* Personalise it with: the date, the student’s name and your signature then read it to them, handing it over with the folder when you have finished. | |  |
| 1. *‘Lesson summary sheet’:* Complete the section at the top, explaining that you will be writing notes on this after each lesson and that it is kept in your folder in the Centre. You can leave the section on the ‘Poster for this term’ unless you are confident which one to recommend. (When you ask for their telephone number, explain that you will need this to call them if they have not arrived for their lesson). | |  |
| *Now to discuss what the student would like to do in their term of lessons:*   1. *Give the student a Courses menu*: giving them time to look at it, (explain that this is for the student to keep as they can change their mind if they find something else to do!). | |  |
| 1. *Stickers:* Take out the first Courses folder and go through the course areas, taking the relevant stickers and placing them on the lesson summary sheet and on the back of your letter to the student. Then move on to the second Courses folder (if required). | |  |
| 1. *Finish:* Keep an eye on the time and finish by explaining that after each lesson you will put an achievement sticker on their ‘Student Folder’ to show the number of lessons they have attended ☺. Remind them again that we have a long list of members who are keen to attend any ‘stand-in’ lessons, so as much notice as possible is helpful. | |  |