|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Student:** |  | **Teacher:** |  | **Booking ID:** |  | **Week \_\_\_ of \_\_\_** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please keep a **detailed daily record** of course content and ensure the student signs for each day. Indicate the Learning Outcome for each session and note all the materials and / or course books used, with page numbers where appropriate. Use the last five minutes each day as a review to reaffirm progress made.   |  |  | | --- | --- | | **Activity Risk Assessments** | **Activity Risk Assessments Used:** | | ***Activity Risk Assessment*** *forms are available in the Tutor Zone (*[*intuitionlang.com/tutor-zone*](file:///C:\Users\cpladmin\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\FY5TVG16\intuitionlang.com\tutor-zone)*). Please go through relevant assessments with the student and then log the numbers here.* |  | | | | | | |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student**  **Signature** |
|  | Start time: Finish time: | Start time: Finish time: |  |  |  |
| Learning Outcome and Areas Covered: | Learning Outcome and Areas Covered: |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student**  **Signature** |
|  | Start time: Finish time: | Start time: Finish time: |  |  |  |
| Learning Outcome and Areas Covered: | Learning Outcome and Areas Covered: |
|  | Start time: Finish time: | Start time: Finish time: |  |  |  |
| Learning Outcome and Areas Covered: | Learning Outcome and Areas Covered: |
| **Date** | **Morning Session** | **Afternoon Session** | **Accompanied Activities** | **Homework** | **Student**  **Signature** |
|  | Start time: Finish time: | Start time: Finish time: |  |  |  |
| Learning Outcome and Areas Covered: | Learning Outcome and Areas Covered: |
|  | Start time: Finish time: | Start time: Finish time: |  |  |  |
| Learning Outcome and Areas Covered: | Learning Outcome and Areas Covered: |