

Date/Time	Type of Work	Description	Reflection
15/11/2023 2115-2345	Outreach event planning	Initial brainstorming, and subsequent development of first draft of the outreach activity.	Lot of initial work done, developed first draft of the power point and session plan and "outreach activity planning form", along with the resources required and communicated it all to my partner, maybe a bit too much done before first in person meeting (possibly committed us to this?)
16/11/2023 1230-1330	Outreach event planning		
18/11/2023 2200-2300	Outreach event planning		
28/11/2023- 30/11/2023 (1 Hour Cumulative)	Tutoring Prep & Communications	Initial contact with my students over teams, brief written introduction as well as asking them a few things (what subjects they were taking, when would be a good time for us to meet, if they would like to do it in person or over teams) and arranging a time to meet. Additionally asking what they might like to cover and then preparing for said topic.	<p>Quite conveniently both of the students were hoping to get help with their Higher Maths from the tutoring therefore I believe I will be able to get more out of the tutoring sessions than if I was tutoring both of them in different subjects that one of them maybe wasn't taking.</p> <p>One of the students stated that they would like to have a look at recurrence relations so I prepared to teach/tutor that topic.</p> <p>When trying to ask them for what time they would like to meet they were quite reluctant to respond, and I had to put a time forward and be quite proactive about it, not asking "when would you like to meet" but more "can you do 1200 on Saturday", something I should keep in mind going forward that they might not be the most enthusiastic especially regarding Higher maths.</p>
02/12/2023 1200-1300	Tutoring	1 st Tutoring session – Introduction, covered recurrence relations (requested by one of the students) as well as trig functions.	<p>The first session began with some technical difficulties on teams, however these were quickly sorted (One of the students was unable to join for a bit and when trying to show them my one note notes of the topic and problems we were covering there was issue in them being able to see it).</p> <p>At the end of the meeting we agreed that our regular meeting would be on teams at 1700 on a Thursday (I did offer to meet them</p>

			in person even in their local area however they preferred teams)
04/12/2023 1230-1430	Outreach event planning	Meeting with colleague and development of resources	Very good session, allowed us both to get on the same page in person, colleague decided to make contact with the school due to me having already developed a lot of the content
07/12/2023 1600-1800	Tutoring Prep & Tutoring	2 nd Tutoring Session – Talked more about university in general as the student had a few questions about it (how learning at university is, what campus life is like, etc) then consolidated learning from last session on recurrence relations (the student had missed school whilst it was being taught which is why he wanted to cover). Unfortunately the other student had was unable to attend at short notice for family reasons	<p>It became clear to me at the beginning of the session that during our first session I was too quick to get straight into the “tutoring” side of things (which I will admit may have been due to me rushing and having a sense of pressure due to the IT issues) and the student wanted to take a step back and talk about university in general which I was more than happy to do.</p> <p>During our conversation we talked about which universities he had applied to and I asked if he had any questions about the institutions he was applying to that he maybe wanted me to ask people that I know attended them, however he didn’t have any at the time. Additionally I offered to find the Module Descriptor Forms for the course he had applied for at Strathclyde if they were publicly available (like they are for the Mechanical And Aerospace Engineering Department) however unfortunately as I found out later they were not.</p> <p>At the end of the session the student relayed his wish to cover completing the square the next week, it seems that I am much more likely to get a response from the students of what they want to cover when I have them on a call compared to over teams. (at the end of each session from now on I will make a point of using that time to get out of them what they want to cover in the next session)</p>

13/12/2023 1545-1645	Tutoring Prep	Preparing for 3 rd tutoring Session – Preparing material on completing the square, hunting for MDFs for the course the student had applied for and checking we had covered everything in Higher Maths relating to recurrence relations.	Unfortunately I was unable to find the MDFs for the department the student had applied to, however I was able to confirm that we had covered everything in the SQA course specification regarding recurrence relations.
14/12/2023 1700-1800	Tutoring	3 rd Tutoring Session – One student had to inform me that he was unable to attend at short notice and the other simply did not show up.	Unfortunately there wasn't much I could do regarding the student whom informed me that he wasn't able to attend, I asked if we needed to reschedule however he informed me that was not necessary. Regarding the student that did not show this has lead me to believe I need to be a bit more regimented with messaging and therefore before our next session I am going to place a message on teams detailing the time, date, intended topic and just confirming softly that they will be able to attend.
21/12/2023 1600-1800	Tutoring Prep & Tutoring	4 th Tutoring Session – Covered completing the square with the other pupil (whom had informed me of not being able to attend up to this point), unfortunately nothing heard from the other pupil still. Additionally the pupil wanted to cover graph transformations afterwards.	Because I hadn't been aware in advance of what the pupil wanted to cover after covering what I had prepared (completing the square) graph transformations was a bit, haphazard to say the least, next week I will do a proper delivery to help him in his understanding Because this is the second session that the other pupil has not turned up to I will now get in contact with Helen as this is the second session that he has missed and he has given me effective radio silence, if he isn't responding to me on teams after having attended previous sessions and clearly understanding that we're meeting regularly on teams at 1700 each Thursday I don't see what difference sending him an email to him will do compared to sending him a message on teams.

29/12/2023 1600-1800	Tutoring Prep & Tutoring	5 th Tutoring Session – Had to reschedule this session due to the students work availability over the Christmas break, still no word from the other student (Helen was emailed), prepared proper delivery of graph transformations, unfortunately the other student failed to attend even though we rescheduled to work for it to work for him	After later messaging the pupil whom was responding too me he said that he had come down with a nasty illness. The other pupil whom hasn't responded to me for quite a while know still hasn't responded.
06/01/2024 1600-1800	Tutoring Prep & Tutoring	6 th Tutoring Session – Had to reschedule to Saturday to accommodate the student due to illness, finally delivered graph transformation topic covering everything in the SQA spec for Higher maths relating to graph transformations with the aid of Excell and pointed the student in the direction of the universities “scholarship & funding opportunities” page which was found during the preparation.	I believe the use of excel as a visual aid for this topic was a very good choice as it allowed me to quickly show the student how graph transformations applied to different equations, what the actual numerical values behind the graph where and overall much better than just trying to explain what the graph transformations were verbally or with drawings. At the end of the session the student advised that the time we had picked would not work temporarily going forward and as such we later decided on 1700 on Sunday
14/01/2024 1600-1800	Tutoring Prep & Tutoring	7 th Tutoring Session – During this session we focused on trigonometric identities and how we used them to solve the exam questions regarding compound angles as the student requested.	Overall quite a smooth session, nothing much to say.
14/01/2024 2250-2320	Outreach event planning	Communications with colleague over school communications issue	Schools my colleague had contacted had ghosted him and due to that time element of having to deliver this event went through the list of target schools and have found an alternative together,

			going to meet in person and then call.
16/01/2024 1310-1410	Outreach event planning	Communications with school to deliver outreach activity to in person (over phone) with colleague	Unfortunately since my colleague hadn't had anything back from the schools he contacted pre-Christmas I asked him and we made the decision to go for a more sure option of my former high school, initial email contact went amazingly (13 minutes response time!!!) and have been handed off to another member of school staff as a Point of Contact
21/01/2024 1600-1800	Tutoring	8 th Tutoring Session – For this session we focused on the integration in Higher maths as the student had asked to do, mainly integration $f(x) = (x+q)^n$, $f(x) = p\sin/\cos(x)$, $f(x) = (px+q)^n$ and $f(x) = p\sin/\cos(qx+r)$	During this session I found it littered with eggshells as such of parts of the syllabus that the student had covered and not yet covered (mainly integrating trig functions), also I tried to explain to him how the formulae he was using to integrate some functions were derived using integration by substitution (from Advanced Higher) however after stating his confusion at the topic I quickly dropped what I thought would've been helpful information (in knowing 1 process that allows you to formulate 3 equations/processes you need instead of learning all those 3 individually without knowing how they came about).
22/01/2024 1555-1655	Outreach event planning	Communications with school to deliver outreach activity to and other small bits	Chased up school point of contact due to being a week since last email with the school and awaiting a response as well as final touches on resources
25/01/2024 2000-2100	Tutoring	9 th Tutoring Session – This session had to be pushed back in the day to accommodate the student, however we have moved back to Thursdays, during which we covered nested functions, some more trig identities, and some polynomial equations.	For this session I wasn't able to prepare too much as I had failed to get from the student an answer as to what they wanted to be covered, they appear to be getting to the stage after some discussion where they are struggling to know what they need help with as roughly in their words since they have done all of the past papers they already know the answers to those and therefore can fly through them. As much as I pointed them towards some good resources after a few

			sessions ago they also had been focusing more on other topics (non STEM mainly business) due to that being their next Prelim.
31/01/2024 1000-1030	Outreach event planning	Communications with school to deliver outreach activity to and other small bits	Now just brushing up on all our documentation and plan and continuing our conversation with the school until we get a date.
01/02/2024 1630-1830	Tutoring Prep & Tutoring	10 th Tutoring Session – During this session we covered intersecting curves & lines, note we pushed the session back by half an hour at my request.	An uneventful session, simply went through relevant past paper question together and delt with problems as they arose.
15/02/2024 1630-1830	Tutoring Prep & Tutoring	11 th Tutoring Session – Student did not attend.	The previous week the student had informed me he couldn't make our session due to a last minute driving lesson and unfortunately I was unable to reschedule for that weekend. However reflecting like I have said previously on my side I could have done more to remind the student of the time we had set and confirm that with them again.
11/03/2024 1000-1100	Outreach event delivery	Delivering outreach event	See outreach event reporting form
12/03/2024 1630-1830	Tutoring Prep & Tutoring	12 th Tutoring Session – Student requested covering logs	After communicating with the student it appears they're schedule has become quite a bit more chaotic and they've informed me they cannot commit to a set day every week like previously, so now we're arranging the sessions on a week by week basis. As a result I am going to need to be much clearer with communications to make sure there are no miss-communications and minimal instances of the student again "forgetting". During the actual session itself I was able to cover the log rules with them however in my preparation had overlooked the more complex implementation of them in the types of questions the SQA would ask, in this instance I tunnel focused a bit too much on the individual concepts and moving forward need to remember to be

			more aware of how they fit in with a question in an exam paper as a whole
21/03/2024 1630-1830	Tutoring Prep & Tutoring	13 th Tutoring Session – Student requested covering logs	Unfortunately due to circumstances on my side I was late for our scheduled tutoring session over teams by 30 minutes, once I managed to get on I attempted to make contact with the student however it appeared that they had logged off by the time I was doing so, I made a full apology and attempted to make contact. I am really disappointed that I failed in this regards this time especially as I believed I had some really good content ready to be delivered to the student.