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| https://sharepoint.newman.ac.uk/supp/marketing/Staff%20photos/Newman%20University%20Logo%20Centered.jpg | **Primary Cause for Concern Action Plan**  **Academic Year 2018-2019** |

|  |  |  |  |
| --- | --- | --- | --- |
| Trainee’s Name: |  | Class teacher (CT): |  |
| Year of Entry: |  | School-Based Tutor (SBT): |  |
| School: |  | Partnership Tutor (PT): |  |
| **Issue date of**  **Cause for Concern:** |  | **Review date:**  [5 working days after completion of this document] |  |

|  |  |
| --- | --- |
| **Current Strengths** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current areas for development** | | | |
| **Targets to be addressed** | **Related Standards/ Code of Prof. Conduct** | **Action to be taken**  **by the trainee** | **Additional Support from school based tutor and/or other school staff** |
|  |  |  |  |

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| --- | --- |
| https://sharepoint.newman.ac.uk/supp/marketing/Staff%20photos/Newman%20University%20Logo%20Centered.jpg | **Primary Cause for Concern Action Plan**  **Academic Year 2018-2019** |

**Review of Cause for Concern Action Plan**

Date of Review Meeting:

|  |  |  |
| --- | --- | --- |
| **Targets to be Reviewed** | **Targets Met?**  **(YES/NO)** | **Evidence to confirm the target(s) have been**  **met/not met** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Completion at Review Meeting** | | | |
| **Status of work of trainee** | Not Meeting the Standards | Meeting the Standards | |
| Beginning | Consistently |

* If the trainee has met the targets set on the cause for concern and demonstrated sufficient progress, page 2 to be completed and emailed to the Faculty of Education Office

(email to: [m.p.bayliss@newman.ac.uk](mailto:m.p.bayliss@newman.ac.uk)).

* If the trainee has not met the targets or demonstrated sufficient progress [not meeting the standards] the PT/SBT will discuss ending the placement and awarding a fail grade.