



School Experience 1 [SE1] Weekly Meeting Form Academic Year 2018-2019

*This document should be completed in two stages: prior to the weekly meeting and during the meeting.
On completion of the meeting the trainee must upload to Mahara and file a paper copy in their SE File.*

Trainee's Name:		School-Based Tutor (SBT):	
Year of Entry:		Class teacher (CT):	
School:		Partnership Tutor (PT):	
Year Group:		Date of Meeting:	

UG SE1 PGCE SE1 (highlight as appropriate)

Evaluation of Progress: [Trainee to complete prior to weekly meeting]

Trainee to list progress made over the week, including targets set previously:

- refer to informal feedback and formal observations; include comments on professional engagement with staff and pupils
- comment on pupil progress to date
- provide evidence to support progress to date against the "Grading for Newman Trainee Teachers"
- progress against targets set at the previous weekly meeting

Areas for development for the following week

Agenda setting for weekly meeting [SBT/CT to complete with Trainee]

Agenda setting. Consider the following points in setting the agenda in advance of the weekly meeting:

1. Discussion of progress, improvement and trainee wellbeing;
2. Review of evidence;
3. Review of actions and impact on previous development targets;
4. Action planning for development

Overall grading based on evidence since last weekly meeting: [SBT/CT to complete with Trainee]

Evidence should be drawn from taught lessons, lessons observations, portfolio of evidence including SE file and pupil progress.

SBT/CT should refer to the "*Grading for Newman Trainee Teachers*"

Overall Grade	Evidence to support grading [refer to Teachers' Standards]
Not Meeting the Standards	
Beginning to Meet the Standards	
Consistently Meeting the Standards	
Beginning to Meet the Standards with good elements	
Independently Meeting the Standards with good elements	

Target Setting for following week: [SBT/CT to complete with Trainee]

Agreed targets for following week	Related Teachers' Standards

SE File is complete and up to date: YES or NO (please highlight)

Areas for improvement should be included

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