# Weekly Review and Analysis Form

**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 their e-Portfolio and provide a copy to the Professional Mentor (PM)/Mentor (M).

**Trainee to complete this section:**

| **Trainee’s Name**Click or tap here to enter text. | **Year of Entry**Click or tap here to enter text. |
| --- | --- |
| **School**Click or tap here to enter text. | **Year Group**Click or tap here to enter text. |
| **PGCE** [ ]  **UG** [ ]  | **Stage 1** [ ]  **Stage 2** [ ]  **Stage 3** [ ]  |

**Trainee and M/PM to confirm the weekly meeting has been completed:**

| **Date of meeting**Click or tap to enter a date. |  |
| --- | --- |
| **Trainee’s Name**Click or tap here to enter text. | **M/PM Name**Click or tap here to enter text. |

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| Review and progress against current targets:  |
| Click or tap here to enter text. |
| Targets for forthcoming week (3 key targets linked to ‘Newman Curriculum’ themes)\*:\*targets should not be phrased as 'continue to...' and should be SMART |
| Click or tap here to enter text. |
| SE Evidence against the ‘Newman Curriculum’ themes- check and review:  |
| Click or tap here to enter text. |
| File agreed as up to date by PM/M: Yes [ ]  or No [ ]  |
| Review of University-based training (including assignments) |
| Which theories have underpinned your practice this week?Click or tap here to enter text.Are there any current assignments that the school can support you with e.g. discussion with SENDCo/Assessment Lead (if so, how)?Click or tap here to enter text. |
| Any other items discussed:  |
| Click or tap here to enter text. |