**PGCE Support Plan**

Following an identification of the need for additional support this plan will be completed. *This is the first level of intervention in the Cause for Concern process.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | University Tutor |  |
| Course | Choose an item. | Head of Course | Choose an item. |
| Subject/Phase |  | Mentor/ Co-tutor |  |
| School |  | ITE Coordinator/ Head teacher |  |
|  |  | SD Lead (if appropriate) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Issue |  | Review date |  |

**Background**

|  |  |
| --- | --- |
| **Summary of current strengths** | **Summary of concerns** |
|  |  |

**Support Plan**

Date of meeting: Click or tap to enter a date.

Present: Student  University Tutor  Mentor/Co-tutor  ITE Coordinator  Head teacher  Other (Name/ role: )

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area of need** | **Targets** | **Actions** | **Support to be provided** | **Review** |
|  |  |  |  | Met/Partially Met/Not Met |
|  |  |  |  | Met/Partially Met/Not Met |

**Review**

[Date of meeting: Click or tap to enter a date.]

Present: Student  University Tutor  Mentor/Co-tutor  ITE Coordinator  Head teacher  Other (Name/ role: )

|  |  |
| --- | --- |
| **Summary of progress** | **Outcome** *delete as appropriate* |
|  | Progress made - support plan completed  Some progress made - continue with support plan  Insufficient progress made – Move onto an Action Plan |

Note: This is a collaborative document and the student must be involved in its production and review.

This support plan and the review to be emailed to: student teacher, mentor/co-tutor, university tutor, ITE coordinator, (SD Lead if School Direct) and PGCE administrator.