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| **FACULTY OF EDUCATION**  **PRIMARY PROGRAMMES PGCE SCHOOL DIRECT**  **INTERIM & FINAL REPORT 2017-18** |

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| **Student** |  | | | | | **Class Mentor** |  | |
| **Block A School** |  | | | | | **Professional Mentor** |  | |
| **Year Group taught** |  | **No. of Absence Days** | Interim | Final | | **University Visiting Tutor** |  | |
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| **Block A Interim Report Grades** | | | | |  | **Block A Final Report Grades** | | |
| S1 Set high expectations which inspire, motivate and challenge pupils | | |  | |  | S1 Set high expectations which inspire, motivate and challenge pupils | |  |
| S2 Promote good progress and outcomes by pupils | | |  | |  | S2 Promote good progress and outcomes by pupils | |  |
| S3 Demonstrate good subject and curriculum knowledge | | |  | |  | S3 Demonstrate good subject and curriculum knowledge | |  |
| S4 Plan and teach well structured lessons | | |  | |  | S4 Plan and teach well structured lessons | |  |
| S5 Adapt teaching to respond to the strengths and needs of all pupils | | |  | |  | S5 Adapt teaching to respond to the strengths and needs of all pupils | |  |
| S6 Make accurate and productive use of assessment | | |  | |  | S6 Make accurate and productive use of assessment | |  |
| S7 Manage behaviour effectively to ensure a good and safe learning environment | | |  | |  | S7 Manage behaviour effectively to ensure a good and safe learning environment | |  |
| S8 Fulfil wider professional responsibilities | | |  | |  | S8 Fulfil wider professional responsibilities | |  |
| Part 2: Personal and Professional conduct | | |  | |  | Part 2: Personal and Professional conduct | |  |
| **Recommended Outcome:**  Outstanding Pass (O), Good Pass (G), Pass Requires Improvement (RI): **Please specify if student is ‘RI on track’ or ‘RI needs support’** At Risk of Failure (ARoF) | | |  | |  | **Recommended Outcome:**  Outstanding Pass (O), Good Pass (G) ,  Pass Requires Improvement (RI), Fail (F) | |  |
| **Date Interim Report completed:** | | |  | |  | **Date Final Report completed:** | |  |
| **Please identify colour used to highlight standards achieved at Interim** | | |  | |  | **Please identify colour used to highlight standards achieved at Final** | |  |

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| **Student** |  | | | | | **Class Mentor** |  | |
| **Block B School** |  | | | | | **Professional Mentor** |  | |
| **Year Group taught** |  | **No. of Absence Days** | Interim | Final | | **University Visiting Tutor** |  | |
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| **Block B Interim Report Grades** | | | | |  | **Block A Final Summative Report Grades** | | |
| S1 Set high expectations which inspire, motivate and challenge pupils | | |  | |  | S1 Set high expectations which inspire, motivate and challenge pupils | |  |
| S2 Promote good progress and outcomes by pupils | | |  | |  | S2 Promote good progress and outcomes by pupils | |  |
| S3 Demonstrate good subject and curriculum knowledge | | |  | |  | S3 Demonstrate good subject and curriculum knowledge | |  |
| S4 Plan and teach well structured lessons | | |  | |  | S4 Plan and teach well structured lessons | |  |
| S5 Adapt teaching to respond to the strengths and needs of all pupils | | |  | |  | S5 Adapt teaching to respond to the strengths and needs of all pupils | |  |
| S6 Make accurate and productive use of assessment | | |  | |  | S6 Make accurate and productive use of assessment | |  |
| S7 Manage behaviour effectively to ensure a good and safe learning environment | | |  | |  | S7 Manage behaviour effectively to ensure a good and safe learning environment | |  |
| S8 Fulfil wider professional responsibilities | | |  | |  | S8 Fulfil wider professional responsibilities | |  |
| Part 2: Personal and Professional conduct | | |  | |  | Part 2: Personal and Professional conduct | |  |
| **Recommended Outcome:**  Outstanding Pass (O), Good Pass (G), Pass Requires Improvement (RI): **Please specify if student is ‘RI on track’ or ‘RI needs support’** At Risk of Failure (ARoF) | | |  | |  | **Recommended Outcome:**  Outstanding Pass (O), Good Pass (G) ,  Pass Requires Improvement (RI), Fail (F) | |  |
| **Date Interim Report completed:** | | |  | |  | **Date Final Report completed:** | |  |
| **Please identify colour used to highlight standards achieved at Interim** | | |  | |  | **Please identify colour used to highlight standards achieved at Final** | |  |

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| **Date Block A Class Mentor observed student during Block B Placement** |  | Email the completed report to your University Visiting Tutor |

**CONTEXT OF EACH PLACEMENT**

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| *Contextual description of the school/setting (to be completed by the Professional Mentor)*  *Please include information such as number on roll, age range, type of school and a brief description of the catchment area* |

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| **Context of Block A Placement** |

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| **Context of Block B Alternative Placement** |

**Guidance for Completion of Interim and Final Review Form**

**Please do not print this report! This is a lengthy document, designed to be completed and submitted electronically.**

We suggest that this report is used between both the start of placement and Interim, and between Interim and Final Report Stage, as a formative assessment tool, and as a basis for the weekly mentor meetings between class mentor and student. You may want to highlight sections on a weekly basis, which can then be amended as the student progresses, and will help in the completion of both Interim and Final Reports.

The following pages contain the grading criteria for both Part 1 and Part 2 of the Teachers’ Standards. The standards reflect ‘end of training’ outcomes; this provides evidence of a student’s progress during the programme. Highlight the grading criteria electronically using a different colour at interim and then final assessment points at Block A and Block B (4 different colours in total). If a student has not been able to experience one or more of the Standard prompts within a cell due to school organisation or other specific circumstances, do not highlight Grade 4 cells, instead, leave these particular cells blank. Where a student has **not** progressed from one grade band to another for any Standard, highlight the cell in the final assessment colour, **overwriting** the previous assessment colour.

**Interim Report Stage**

* The CM is asked to write an Interim Target for each standard, in discussion with the student and in some cases, the University Visiting Tutor (UVT).
* The student is asked to include a written response to this target in a box below, in discussion with their CM. This will include their steps to achieving the target.
* The highlighting on the grid will show where students are and what they have achieved against each standard, therefore CMs should not write a summary of achievements for each standard.
* CMs are asked to model the targets, to help students to progress against these.
* Students who are graded as ‘RI Needs Support’ or AROF will need a separate action plan.

**Final Report Stage**

* At the end of the report, there are two sections for the CM to complete: one box is for a short narrative to indicate the student’s achievements during the placement. The other box is to set three targets for the student’s next placement (or NQT year).

**Student’s SBT Files and Organisation**

Towards the end of the report, there is a short section for CMs to comment on this. Please tick the appropriate box, and discuss with the student what steps they need to take to improve, where appropriate.

**Guidance on arriving at a final grade for SBT**

The grading is for:

S1 Set high expectations which inspire, motivate and challenge pupils

S2 Promote good progress and outcomes by pupils

S3 Demonstrate good subject and curriculum knowledge

S4 Plan and teach well structured lessons

S5 Adapt teaching to respond to the strengths and needs of all pupils

S6 Make accurate and productive use of assessment

S7 Manage behaviour effectively to ensure a good and safe learning environment

S8 Fulfil wider professional responsibilities

Part 2: Personal and Professional conduct

**Grade 1 Profile student**:

5 or more Grade 1s

**Grade 2 Profile student**:

5 or more Grade 2s

**Grade 3 Profile student:**

5 or more grade 3s is a Grade 3 overall

**Fail Profile Student:**

Grade 4 in ONE or more elements

In a situation where a student has a varied profile across the grades, a professional discussion will inform and determine the overall outcome.

Please note – there can be NO split grades. **Please ensure matrix is highlighted to reflect progress and areas for development. This can be done on an ongoing basis, during Weekly Review Meetings with the student.**

**Grades will be moderated, reviewed by external examiners and finalised by the exam board. Grades are therefore subject to change until the board of examiners has met at the end of the academic year.**

**Please note that receipt of your Final report is the trigger to ensure that payment for the placement is received by the school.**

**S1: Setting high expectations which inspire, motivate and challenge pupils**

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| **S1** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S1: Set high expectations which inspire,**  **motivate and challenge pupils** | a) Establish a safe and stimulating environment for pupils, rooted in mutual respect. | Limited ability or unable to establish a safe and stimulating environment to engage pupils’ interest in learning.  Insufficient mutual respect for pupils to accept and follow leadership and direction.  Requires intervention of other professionals to assist in establishing and maintaining a safe and settled learning environment. | Routinely able to establish a safe and stimulating environment to engage and sustain most pupils’ interest and learning.  Sufficient (mutual) respect for most pupils to routinely accept and follow leadership and direction.  Routinely demonstrates the necessary, understanding, presence and management skills to maintain a purposeful and safe learning environment. | Able to adopt and adapt a range of approaches to establish a safe and stimulating environment to sustain pupils’ interest in learning.  Mutual respect allows for a range of approaches to learning and classroom organization.  Increasingly utilises an extended range of strategies to maintain a purposeful and safe learning environment. | Uses innovative and creative approaches to establish a safe and stimulating environment that sustains pupils’ interest in learning.  Highly respected which allows a wide range of approaches to learning and classroom organisation.  Able to demonstrate innovative and creative strategies to set up and maintain a purposeful, safe learning environment. |
| b) Set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions. | Requires the support of another professional to set goals that stretch and challenge pupils. | Able to set goals that engage most pupils in their learning including those from all backgrounds and with special educational needs and/or disabilities. | Sets goals that motivate, enthuse and challenge most pupils. | Sets goals that challenge and generate high levels of enthusiasm for, participation in and commitment to learning in all pupils. |
| c) Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils. | Limited ability or not able to demonstrate the positive attitudes, values and behaviour expected of pupils. | Consistently demonstrates the positive attitudes, values and behaviour expected of all pupils. | Consistently and effectively demonstrates the positive attitudes, values and behaviour expected of all pupils and these show an impact on the conduct and behaviour of all pupils. | Always effectively demonstrates the positive attitudes, values and behaviour expected of all pupils and these show a positive impact on the conduct and behaviour of all pupils. |

**S1: PROGRESS MADE IN SETTING HIGH EXPECTATIONS WHICH INSPIRE, MOTIVATE AND CHALLENGE PUPILS**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S2: Promote good progress and outcomes by pupils**

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| **S2** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S2: Promote good progress and outcomes by pupils** | a) Be accountable for pupils’ attainment, progress and outcomes. | Limited ability or unable to identify the impact of teaching on pupils’ attainment, progress or outcomes and incapable of explaining how pupils have made progress.  Limited or lack of awareness of school policy and practice. | Able to evaluate and communicate the impact of teaching on learning outcomes for groups of pupils, including those with special educational needs and/or disabilities.  Aware of school policy and practice and is broadly in line with this. | Maintains and communicates well detailed and informed evaluation of the impact of teaching which highlights the attainment and progress of the pupils in most lessons.  Follows school policy and practice. | Systematic, in-depth evaluation of the impact of teaching takes into account and informs the contributions of others acting in support and enables pupils to make progress in all areas of learning.  Fully understands and is able to model school-level policy and practice and guide other professional colleagues such as teaching assistants.  Provides extensive, varied examples of how sustained progression for all groups of learners has been secured. |
| b) Plan teaching to build on pupils’ capabilities and prior knowledge. | Planning rarely or not informed by assessment of pupils’ capabilities and prior knowledge**.** | Broadly accurate use of evidence gathered on pupils’ capabilities and prior knowledge in the planning of teaching and learning opportunities, so that all groups of learners make some progress. | Well informed about the pupils’ capabilities and prior learning, drawing on focused assessment.  Plans are annotated to support progression. | Thorough and detailed understanding of the pupils’ capabilities and prior learning based upon systematic use of focused assessment.  Plans are differentiated/ personalised. |
| c) Guide pupils to reflect on the progress they have made and their emerging needs. | Limited ability or unable to identify pupils’ progress  Limited verbal/written feedback to prompt pupils to reflect on their learning and recognise what they need to do next. | Able to identify and communicate the progress made by pupils.  A range of strategies used to provide feedback and set targets to enable pupils to reflect on achievements and recognise next steps. | Developed a detailed understanding of the pupils’ progress and their emerging needs.  Provide frequent, consistent and clear feedback which enables pupils to recognise and explain what they need to do next. | Identified the personal progress and learning needs of each pupil.  Pupils receive systematic and developmental feedback which enables them to identify and quantify attainment and contribute to longer-term target-setting. |
| d) Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching. | Limited or no awareness of how pupils learn.  Limited or unable able to use targeted interventions to facilitate learning for all groups. Does not adapt teaching to respond to the strengths and needs of pupils. | Has a developing knowledge and understanding of how pupils learn and how to deal with barriers to learning.  Able to use targeted interventionsto facilitate learning for all groups. Able to adapt teaching to respond to the strengths and needs of all pupils. | Has good knowledge and understanding of how pupils learn and a clear recognition of how to deal with barriers to learning.  Able to use well targeted interventions to facilitate learning for all groups. Checks pupils’ understanding and routinely adapts teaching to respond to the strengths and needs of all pupils. | Has detailed knowledge and understanding of how pupils learn and how to overcome potential barriers to learning.  Consistently able to use well-targeted interventions to secure learning for all groups. Systematically and effectively checks learners’ understanding, anticipating and enacting where intervention is needed. |
| e) Encourage pupils to take a responsible and conscientious attitude to their own work and study. | Rarely or not making clear the expectations for the pupils’ attitude to work. | Sets high expectations for most pupils leading to responsible and conscientious attitudes to work and study in most pupils’ responses. | Sets high and at times challenging expectations for responsible and conscientious attitudes to work and study which are consistently reflected in the pupils’ responses. | Pupils’ are strongly motivated to meet high and consistently challenging expectations for responsible and conscientious attitude to work and study. |

**S2: PROGRESS MADE IN PROMOTING GOOD PROGRESS AND OUTCOMES BY PUPILS**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S3: Demonstrate good subject and curriculum knowledge**

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| **S3** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S3: Demonstrate good subject and**  **curriculum knowledge** | a) Have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils’ interest in the subject, and address misunderstandings | Requires support with subject and curriculum knowledge when planning lessons in order to meet the needs of their pupils.  Only able to maintain low level pupil interest due to limited subject knowledge and inability to adequately address misunderstandings. | Appropriate subject knowledge in relation to their specific subject area and its place within the wider curriculum.  Is able to foster and maintain pupil interest in the subject by delivering effective teaching episodes, supporting learner progression and addressing misunderstandings. | Competent level of subject knowledge related to both their specific subject area and to the wider curriculum.  Is able to foster and maintain increasing pupil interest in their subject and the wider curriculum as well as addressing misunderstandings. | Highly confident and competent level of subject knowledge related to their specific subject area and the wider curriculum.  Is able to foster maintain increasing pupil interest in the subject by delivering engaging teaching episodes, ensuring progression is made by all learners and addressing misunderstandings. |
| b) Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship | Demonstrates no or limited awareness of developments in the subject and curriculum area.  Limited subject knowledge to promote the value of scholarship. | Demonstrates awareness of developments and changes in the subject and curriculum area.  Promotes scholarship and further study within their subject and curriculum area. | Demonstrates good awareness and critical understanding of developments and changes in both the subject and the curriculum area.  Promotes scholarship and further study to all pupils within their given subject and curriculum area. | Demonstrates a high level of awareness and critical understanding of developments in both the subject and curriculum area.  Promotes high levels of scholarship and the value of further study to all pupils within their subject and curriculum area. |
| c) Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher’s specialist subject | Has no or limited understanding of strategies for promoting literacy, articulacy and the correct use of standard English and hence limited or no ability to put these into practice. | Demonstrates the necessary understanding of strategies for promoting high standards in literacy, articulacy and the correct use of standard English and is able to put these into practice | Demonstrates an established understanding of strategies for promoting high standards for literacy, articulacy and the correct use of standard English and is able to use a range of strategies to put these into practice. | Demonstrates a well-established and thorough understanding of strategies for promoting high standards for literacy, articulacy and the correct use of standard English and is able to use a wide range of strategies to put these into practice. |
| d) When teaching early reading, demonstrate a clear understanding of  systematic synthetic phonics. | Has no or limited understanding of the role of systematic synthetic phonics in the teaching of early reading and hence no or limited success in doing this | Beginning to demonstrate an understanding of the role of systematic synthetic phonics in the teaching of early reading to develop pupils’ reading skills | Demonstrates a good understanding of the role of systematic synthetic phonics in the teaching of early reading to develop pupils’ reading skills | Demonstrates a thorough understanding of the role of systematic synthetic phonics in the teaching of early reading and applies this knowledge to provide engaging and challenging learning opportunities to develop pupils’ reading skills |
| e) When teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.  *(Early mathematics refers to the whole of the primary age phase)* | Has no or limited understanding of strategies for the teaching of early mathematics and hence no or limited success in doing this  Unable to devise appropriate learning opportunities to support the development of pupils’ mathematical skills. | Beginning to demonstrate an understanding of strategies for the teaching of early mathematics  Beginning to apply this subject knowledge to devise appropriate learning opportunities to support pupils’ developing mathematical skills | Demonstrates a good understanding of strategies for the teaching of early mathematics  Increasingly applies this knowledge to prepare and deliver engaging and challenging learning opportunities to develop pupils’ mathematical skills | Demonstrates a good understanding of strategies for the teaching of early mathematics  Consistently applies this knowledge to prepare and deliver engaging and challenging learning opportunities to develop pupils’ mathematical skills |

**S3: PROGRESS MADE IN** **DEMONSTRATING GOOD SUBJECT AND CURRICULUM KNOWLEDGE**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S4: Plan and teach well-structured lessons**

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| **S4** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S4: Plan and Teach well-structured Lessons** | a) Impart knowledge and develop understanding through effective use of lesson time. | Shows little effective use of time and pacing. Lacks confidence to adapt learning as the needs arises. Pupils are often over or under challenged. | Maintains the pace of the learning, is able to respond flexibly to events and have the confidence to adapt their teaching in order to respond to the needs of pupils. | Lesson pace and learning is well maintained and shows constructive use of time. | Learning is evident through well-paced activities . |
| b) Promote a love of learning and children’s intellectual curiosity. | Does not or rarely takes into account pupils’ responses and shows little evidence of being able to develop and expand on their knowledge, skills, understanding, interests, enthusiasm and intellectual curiosity. | Employs teaching strategies and resources which support pupils in developing their knowledge, skills, understanding, interests, enthusiasm and intellectual curiosity. | Interactions are carefullyplanned to allow learners to develop and apply knowledge, skills, understanding, interests and enthusiasm to a range of situations.  Willing to takerisks to capture interest and make learning interesting.  Pupils can generallysee the relevance of their learning and this often stimulates their intellectual curiosity. | Consistently supports all learners to develop, enhance and apply new knowledge, skills and understanding in a range of circumstances and situations.  Takes risks when making learning interesting.  Pupilssee the relevance of their learning and this stimulates their intellectual curiosity. |
| c) Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired. | Homework is rarely or not planned and does notprovide sufficient consolidation of learning. Little or no thought given to the possibility of out-of-school learning. | Understands how and can sustain pupils’ progress and consolidate learning.  Can design and set appropriate tasks. | Plans homework that consolidates, extends and reinforces knowledge and understanding.  Plans opportunities for out-of-class activities which are safe and generally relevant and suitable. | Plansfocused homeworks and out of class learning that consolidates, reinforces and extends existing knowledge and understanding and helps pupils appreciate the need to revisit learning.  Plans opportunities for out-of-class activities which are safe, relevant and suitable. |
| **d)** Reflect systematically on the effectiveness of lessons and approaches to teaching | Limited or no reflection or evaluation on own practice.  Pays little or no attention to advice and does not accept constructive criticism to improve practice. | Evaluates and reflects in order to improve on own practice.  Assesses the effectiveness of lessons and approaches to learning, seeking advice from colleagues on how to improve, and acts appropriately on feedback and targets. | Uses reflective practice in discussion with colleagues, accepts and acts upon advice and support.  Shows ability to learn from both success and ‘failure’ by systematically evaluating practice, including its impact on pupils. | Critically reflective in systematically evaluating their own practice, judging its impact on all groups of learners to inform future planning, teaching and learning.  Acts upon advice and guidance to develop their professional practice. |
| e) Contribute to the design and provision of an engaging curriculum within the relevant subject areas. | Little involvement with or contribution to the design and provision of the curriculum. | Works collaboratively with colleagues, and is aware of recent curriculum developments when adapting and/or developing existing curriculum. | Collaborates with colleagues and has made contributions to curricular developments. | Has contributed to curricular initiatives or developments and accepts/assumes responsibility for developing an aspect of the curriculum. |

**S4: PROGRESS MADE PLANNING AND TEACHING WELL STRUCTURED LESSONS**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S5:** **Adapt teaching to respond to the strengths and needs of all pupils**

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| **S5** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S5: Adapt teaching to respond to the strengths and needs of all pupils** | a) Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively | Lessons are mostly or inappropriately pitched for the needs of the learners which results in ineffective teaching and use of time. | Lessons show evidence of having considered some individual learning needs and employ differentiation strategies that address the learning needs of some pupils and thus remove some barriers to learning. | Lessons show evidence of having considered the individual learning needs and employ differentiation strategies that address the learning needs of pupils and thus remove many barriers to learning. | Lessons show consistently strong evidence of having considered the individual learning needs and employ differentiation strategies that address the learning needs of all pupils and thus remove barriers to learning. |
| b) Have a secure understanding of how a range of factors can inhibit pupils’ ability to learn, and how best to overcome these. | Limited or lacking understanding of the factors that inhibit pupils’ learning. | Respects and accommodates individual differences between pupils and has an understanding of how a narrow range of factors can inhibit pupils’ ability to learn, and can adapt teaching to help overcome these.  Understanding is shown of the challenges and opportunities of teaching in a diverse society. | Respects and accommodates individual differences between pupils and has an understanding of a range of factors that can inhibit pupils’ ability to learn and can adapt teaching to help overcome these.  Has an appropriate level of understanding of the challenges and opportunities of teaching in a diverse society. | Respects and accommodates individual differences between pupils and has a very good understanding of a range of factors that inhibit pupils’ ability to learn.  Has a thorough understanding of the challenges and opportunities of teaching in a diverse society. |
| c) Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils’ education at different stages of development | Fails or mostly fails to demonstrate an understanding of the physical, social and intellectual differences and needs at different stages in pupils’ development. | Demonstrates awareness of how physical, social and intellectual development can influence pupils’ educational outcomes. | Demonstrates a sound awareness of how physical, social and intellectual development can influence pupils’ educational outcomes. | Demonstrates an excellent awareness of how physical, social and intellectual development can influence pupil outcomes |
| d) Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them. | Fails or mostly fails to demonstrate an understanding of the diverse needs of pupils.  Has limited ability or Is unable to adapt or evaluate teaching to meet the different needs of pupils. | Demonstrates understanding of the diverse needs of pupils.  Is able to adjust teaching, and evaluate it, to meet the different needs of pupils. | Demonstrates sound understanding of the diverse needs of most learners.  Is able to adapt teaching effectively, and evaluate it to meet the different needs of most learners. | Demonstrates an excellent understanding of the diverse needs of all learners.  Is able to adapt teaching effectively and evaluate it to meet the diverse needs of all learners. |

**S5: PROGRESS MADE IN ADAPTING TEACHING TO RESPOND TO THE STRENGTHS AND NEEDS OF ALL PUPILS**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S6: Make accurate and productive use of assessment**

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| **S6** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S6: Make accurate and productive use of assessment** | a) Know and understand how to assess the relevant subject and  curriculum areas, including statutory assessment requirements | Rarely or does not recognise opportunities to assess relevant subject knowledge.  Demonstrates limited understanding of statutory assessment requirements. | Recognises opportunities for, and carries out, assessment of relevant subject knowledge of the pupils they teach.  Demonstrates knowledge and understanding of the statutory assessment requirements and, with guidance, can make accurate assessments against benchmarks | Uses well developed subject knowledge and accurate assessment of pupils’ prior skills, knowledge and understanding to plan effectively and set challenging tasks.  Carries out assessment of relevant subject knowledge effectively, and demonstrates a good understanding of statutory assessment requirements and makes accurate assessments. | Draws on excellent subject knowledge to plan and set challenging tasks based on accurate assessment of learner’s prior skills, knowledge and understanding.  Assessment carried out effectively, and demonstrates an excellent knowledge of statutory assessment. |
| b) Make use of formative and summative assessment to secure pupils’ progress | Rarely or does not recognise opportunities to make use of formative and summative assessment in securing pupils’ progress, especially for those with special educational needs/and or disabilities. | Uses appropriate opportunities for formative and summative assessment to secure pupil progress including those with special educational needs/and or disabilities. | Makes frequent use of a range of formative and summative assessment methods to secure individual pupils’ progress; can give examples of how they have secured progression for all groups of pupils, including those with special educational needs and/or disabilities. | Accommodates individual pupils’ differences in their use of a range of formative and summative assessment to secure progress; can give extensive and varied examples of how they have secured and sustained progression for all groups of pupils, including those with special educational needs/and or disabilities within a lesson and over a sequence of lessons. |
| c) Use relevant data to monitor progress, set targets, and plan subsequent lessons | Rarely or does not use data to monitor progress, set targets or plan subsequent lessons.  Records of pupil progress are rarely or not maintained. | Uses relevant data to monitor progress, set targets and plan subsequent lessons.  Records of pupil progress and attainment are maintained.  Broadly makes accurate use of assessment demonstrating secure knowledge of different kinds of assessment to secure and monitor progress, give feedback, set targets and plan subsequent lessons. | Uses a range of relevant data to monitor progress, set targets and plan subsequent lessons.  Records of pupil progress and attainment are kept up to date and used to inform future planning and target setting;  Assesses pupils’ progress regularly and accurately; discusses assessments with them so that learners know how well they have done and what they need to do to improve. | Uses a range of relevant data to monitor pupil progress and set targets.  Lesson planning is informed by how well pupils meet targets.  Records of pupil progress and attainment are up to date, detailed and used to inform future planning and target setting. |
| d) Give pupils regular feedback, both orally and through accurate marking,and encourage pupils to respond to the feedback. | Rarely or does not use opportunities to give pupils regular oral feedback or written comments and marks.  Pupils are rarely or not encouraged to respond to feedback. | Recognises and uses appropriate opportunities to give pupils regular oral feedback and written comments.  Pupils are encouraged to respond to feedback. | Uses a range of methods to give pupils regular and constructive feedback.  Pupils are encouraged and given time to respond to constructive feedback. | Uses and analyses a range of methods to give pupils regular and constructive feedback.  Pupils are encouraged and given time to respond to constructive feedback, which is then reflected in their progress. |

**S6: PROGRESS MADE MAKING ACCURATE AND PRODUCTIVE USE OF ASSESSMENT**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be complete by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be complete by student, in discussion with CM)** |
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| **S7** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S7: Manage behaviour effectively to ensure a good and safe learning environment** | a) Have clear rules and routines for behaviour in the classroom, and take responsibility for promoting good and courteous behaviour in the classroom and around the school, in accordance with the school’s behaviour policy | Rules and routines not established or consistent in accordance with the school’s behaviour policy.  Limited awareness of and engagement with the responsibility for promoting good and courteous behaviour in the classroom and around the school. | Clear rules and routines for behaviour in the classroom applied in accordance with the school’s behaviour policy .  Takes responsibility for promoting good and courteous behaviour in the classroom and is beginning to do so around the school. | Clear rules and routines for behaviour are well-established and implemented consistently in accordance with the school’s behaviour policy.  Consistently reinforces good and courteous behaviour in the classroom and around the school . | Pupils demonstrate a shared understanding of rules and routines for behaviour which are embedded and implemented consistently in accordance with the school’s behaviour policy.  Actively encourages pupils to behave well in the classroom and around the school and display high levels of courtesy and cooperation. |
| b) Have high expectations of behaviour and establish a framework for discipline, consistently and fairly, with a range of strategies, using praise, sanctions and rewardsconsistently and fairly | High expectations of behaviour rarely or not yet evident.  Use of praise, sanctions and rewards neither consistent nor fair. | High expectations of behaviour are evident.  Establishes a framework for discipline, deploying strategies, including the use of praise, sanctions and rewards applied consistently and fairly. | Maintains high expectations of pupils’ behaviour .  Establishes and maintains an effective framework for discipline, consistently and fairly incorporating the use of praise, sanctions and rewards. | Sustains high expectations of behaviour, which are integral to learning.  Establishes and maintains a veryeffective framework for discipline, consistently and fairly, using a wide range of strategies. |
| c) Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to involve and motivate them | Pupil involvement and motivation is limited by ineffective class management. | Manages, involves and motivates classes effectively using approaches, which are appropriate to most pupils’ needs. | Demonstrates a wide range of approaches in managing, involving and motivating classes in ways appropriate to pupils’ needs. | Manages a high level of pupil motivation, involvement and engagement throughout the lesson using a wide range of approaches appropriate to pupils’ needs. |
| d) Maintain good relationships with pupils, exercising appropriate authority, and acts decisively when necessary | Has difficulties establishing or fails to establish effective relationships with pupils.  Authority lacks confidence and interventions are ineffective. | Maintains appropriate relationships with most pupils creating a supportive learning environment.  Is able to exercise appropriate authority and act decisively when necessary. | Makes timely and appropriate interventions to maintain good discipline. | Strong relationship with pupils ensures a productive and inspiring learning environment.  Ensures that any matters relating to pupil behaviour are addressed immediate thus maximising their learning. |
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**S7: Manage behaviour effectively to ensure a good and safe learning environment**

**S7: PROGRESS MADE IN MANAGING BEHAVIOUR EFFECTIVELY TO ENSURE A GOOD AND SAFE LEARNING ENVIRONMENT**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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**S8: Fulfil wider professional responsibilities**

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| **S8** | **Standards** | **Unsatisfactory Progress** | **Requires Improvement** | **Good** | **Outstanding** |
| **S8: Fulfil Wider Professional Responsibilities** | a) Make a positive contribution to the wider life and ethos of the school | Some awareness of school ethos, policies and procedures but requires help in making professional judgments in relation to them.  Limited knowledge of teachers’ legal responsibilities. | Beginning to contribute positively to the wider life and ethos of the school.  Has an understanding of teachers’ legal responsibilities. | Proactive about making a positive contribution to the life and ethos of the school.  Has a good understanding of teachers’ legal responsibilities. | Are proactive and make a significant contribution to the wider life and ethos of their school.  Has a clear understanding of teachers’ legal responsibilities. |
| b) Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support | Limited awareness of the roles and responsibilities of colleagues.  Shows limited or no evidence of being able to draw upon other colleague’ expertise without support and guidance. | Understands the roles responsibilities of different colleagues.  Consults with and can utilise other colleagues’ expertise when necessary including those with responsibility for special needs and disabilities. | Consults with the different colleagues as appropriate knowing when to draw on their help and advice.  Effectively utilises the expertise of other colleagues when necessary including those with responsibility for special needs and disabilities. | Effectively consults with the different colleagues as appropriate knowing when to draw on their help and advice. |
| c) Deploy support staff effectively | Limited ability or unable to deploy support staff effectively. | Has some ability to deploy support staff effectively to facilitate pupil learning.  Evidence of consultation with support staff in planning and classroom delivery. | Able to deploy support staff effectively to facilitate pupil learning for all groups.  Evidence of collaborative work with support staff to facilitate pupils’ learning. | Clear evidence of effective professional relationships with support staff that demonstrate collaborative working and deployment of support staff to maximise the learning of all pupils. |
| d) Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues. | Limited awareness of or not clear about own strengths and areas for development. Not proactive in own development.  Rarely or does not respond to advice and feedback from colleagues. | Engages with own professional development.  Shows willingness to take advice and feedback from colleagues and engage in discussion about improvements and areas for development. | Proactive with their own learning and professional development.  Shows willingness to take advice and act upon feedback from colleagues and engage in discussion about improvements and areas for development. | Proactive with their own learning and professional development in order to improve teaching.  Are open to coaching and mentoring and respect the advice and guidance offered by colleagues; clear evidence that this is used to secure improvements in professional practice. |
|  | e) Communicate effectively with parents with regard to pupils’ achievements and well being | Requires structured guidance to communicate with parents and carers about pupils’ achievements and well-being. | Communicates adequately with parents and carers about learners’ achievements and well-being. | Communicates well with parents and carers about learners’ achievements and well-being. | Communicates very effectively with parents and carers about learners’ achievements and well-being. |

**S8: PROGRESS MADE IN FULFILLING WIDER PROFESSIONAL RESPONSIBILITIES**

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| **BLOCK A INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **BLOCK B INTERIM TARGET (to be completed by CM, in discussion with student)** | **GRADE** |
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| **STUDENT RESPONSE TO TARGET, INCLUDING ACTION TO BE TAKEN (to be completed by student, in discussion with CM)** |
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| **PART TWO: Personal and Professional conduct: overarching judgement** | | | |
| Inadequate (4) | Requires Improvement (3) | Good (2) | Outstanding (1) |
| Unable to demonstrate the consistently high standards of personal and professional conduct required | Consistently demonstrates the high standards of personal and professional conduct required | Consistently and confidently demonstrates the high standards of personal and professional conduct required | Is a confident and competent professional who demonstrates consistently high standards of personal and professional conduct |

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| Standard Prompts | Areas specific to this section will be exemplified by trainee teachers when they are: |
| * **Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by** * treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position * having regard for the need to safeguard pupils’ well-being, in accordance with statutory provisions * showing tolerance of and respect for the rights of others * not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs * ensuring that personal beliefs are not expressed in ways which exploit pupils’ vulnerability or might lead them to break the law. * **Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach** * Teachers must maintain high standards of punctuality. * **Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.** | * maintaining of professional confidentiality * punctual and prepared for lessons * following procedures for reporting their own absence or lateness, and making suggestions for cover work for their classes * registering classes and coding absences * helping children and young people to become confident and successful learners * addressing the class in ways which demonstrate authority and mutual respect; e.g. learning pupil names and using them * aware of relevant issues in the classes they teach and talking with support staff and pastoral staff about the needs of pupils * discussing any concerns about children with relevant colleagues e.g. notify the relevant member of staff relating to academic and pastoral matters (usual class teacher/form tutor for emotionally distressed pupils) * meeting with the SENCO and other support staff to ensure understanding of schools’ approach to SEN and disability * sensitive to social background, ethnicity and religious beliefs when interacting with children. This may be evident in lesson observations and/or their evaluations. * clear which of their own personal beliefs may be sensitive and plan ways to respond to pupils if they arise within the school situations * taking responsibility for maintaining the quality of their teaching practice, upholding the values of the teaching profession and working as part of a team and co-operate with other professional colleagues * dealing appropriately with incidents of intolerance or prejudice when they arise in the classroom or elsewhere in the school e.g. racism, homophobia, sexism, religious prejudice, personal appearance * demonstrating an understanding of the child protection procedures in the school * clear who to contact when issues arise e.g. know who the named child protection person is within the school and follow policy relating to child protection * knowledgeable about the relevant school policies and statutory regulatory frameworks in relation to promoting values/ethos and able to explain how these policies inform their own planning and teaching e.g. in relation to EAL, SEN, literacy, behaviour; and promoting good relations between groups * aware of cyber bullying, e-safety and appropriate use of personal data and social media * aware of fire procedures, health and safety measures, first aiders etc * aware of their statutory professional responsibilities including the requirement to promote equal opportunities and to provide reasonable adjustments for pupils with disabilities, as provided for in current Equalities legislation * aware of any tensions or difficulties in the school as a whole or in the classes they teach, and know what to do about this * putting the wellbeing, development and progress of children and young people first * demonstrating respect for diversity and promote equality and striving to establish productive partnerships with parents and carers * demonstrating honesty and integrity and uphold public trust and confidence in the teaching profession * adheres to appropriate professional dress requirements for the context in which they are working |

**SBT FILES – ORGANISATION AND STANDARD OF COMPLETION. TO BE COMPLETED BY CM. PLEASE TICK THE APPROPRIATE BOX**

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|  | **Block A**  **Interim** | **Block A**  **Final** | **Block B**  **Interim** | **Block A Sum/Final** |
| 1. Files are very well organised. Good evidence to show regular planning, evaluation and assessment, which informs next steps. Own reflections and evaluations are mature and show progression. |  |  |  |  |
| 2. Files are organised. Some evidence to show regular planning, evaluation and assessment, which informs next steps: ensure this is done on a regular basis. Reflections are present, but need to show how these inform future teaching. |  |  |  |  |
| 3. Files need to be better organised, in accordance with MMU requirements. Ensure planning, evaluation and assessment are completed regularly, and are used to inform your next steps and future teaching. Reflections need to be done consistently, so these can inform your future planning and teaching. |  |  |  |  |
| 4. Key documents missing from files, very little evidence of reflection and evaluation, and difficult to navigate. |  |  |  |  |

**BLOCK A FIRST FINAL REPORT**

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| **SUMMARY COMMENTS: to be completed by CM. Please give a brief summary of the student’s overall achievements (these may be used to inform the student’s reference)** |
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| **TARGETS FOR FUTURE ACTION AT BLOCK A FIRST FINAL REPORT REFERENCED TO THE STANDARDS (CM and student to discuss)** | | **STANDARD(S)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** | **Assessment target:** |  |

**BLOCK A SUMMATIVE FINAL REPORT**

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| **SUMMARY COMMENTS: to be completed by CM. Please give a brief summary of the student’s overall achievements (these may be used to inform the student’s reference)** |
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| **TARGETS FOR FUTURE ACTION AT SUMMATIVE FINAL REPORT REFERENCED TO THE STANDARDS (CM and student to discuss)** | | **STANDARD(S)** |
| **1.** |  |  |
| **2.** |  |  |
| **3.** | **Assessment target:** |  |

**Please remember that completed Reports must be emailed to the University Visiting Tutor, who will quality assure them and email them to** [**schooldirect@mmu.ac.uk**](mailto:schooldirect@mmu.ac.uk)