**Secondary PGCE Placement Timetable**

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainee** |  | **Contact Number** |  |
| **School** |  | **School Telephone**  |  |
| **School Address and Postcode** |  |
| **Subject Mentor** |  | **Email** |  |
| **Professional Mentor** |  | **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Details of two-week timetable** | **Week 1 dates:** | **Week 2 dates:** |
| **Start time** |  | **Half Term dates** |  |
| **Break** |  | **INSET dates** |  |
| **Lunch** |  |
| **Form Group and Tutor** |  | **Other date when visits are not possible** |  |
| **Extra-Curricular Activities (day/time)** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Complete the timetable using the following codes for the focus:****T =** Teaching**S =** Support**O =** Oops**P =** Planning/Prep**RoP =** Review of Progress meeting**PM =** Professional Mentor sessions | **Day** | **Week** | **Period:** | **1** | **2** | **3** | **4** | **5** | **6** |
|  | **Time:** |  |  |  |  |  |  |
| **Monday** | **Subject:****Class/Focus:****Room:** **Teacher name:** |  |  |  |  |  |  |
| **Tuesday** | **Subject:****Class/Focus:****Room:** **Teacher name:** |  |  |  |  |  |  |
| **Wednesday** | **Subject:****Class/Focus:****Room:** **Teacher name:** |  |  |  |  |  |  |
| **Thursday** | **Subject:****Class/Focus:****Room:** **Teacher name:** |  |  |  |  |  |  |
| **Friday** | **Subject:****Class/Focus:****Room:** **Teacher name:** |  |  |  |  |  |  |