****

**Planning Meeting Term 3 2019/20**

**Learner’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Tutor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed:\_\_\_/\_\_/\_\_\_**

**PURPOSE OF MEETING:**

1. **Checking in – how is everything going?**
2. **Summarise learning goals for Term 3**
3. **Is there any support (learner or parent/carer) needed?**
4. **Agree the Term 3 Learning Plan**
5. **Agree how progress will be monitored and feedback provided**

|  |
| --- |
| **Checking In – how is everything going?** |
|  |

**Can we help you?**

|  |  |
| --- | --- |
| **What support is needed to help learner while at home?** E.g. weekly telephone call with tutor; work posted home; set up a personal timetable; wellbeing contact from Juliet/Sue; any IT support | |
| **SUPPORT NEEDED** | **NOTES/UPDATES** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**What are your learning goals for Term 3?**

|  |  |
| --- | --- |
|  | **My Learning Goals** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |

**LET’S AGREE YOUR TERM 3 PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **MY PLAN** | | |
|  | **I will:** | **When I will do it:** | **Tick and notes when done** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **4** |  |  |  |
| **5.** |  |  |  |
| **6** |  |  |  |
| **7.** |  |  |  |
| **8.** |  |  |  |

**FEEDBACK**:

I will discuss my progress and get feedback and advice from my Form Tutor: ON \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. My Form Tutor will collect feedback from my other teachers.

My teachers will give me feedback by email or ClassDojo.

**HOW IS THIS PLAN TO BE SHARED WITH ME?** Circle all that apply

A video message on ClassDojo Share table on ClassDojo Share table by email Post a copy home

**ANY NOTES:**