**Secondary PGCE Placement Timetable**

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

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| **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)** |  |

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| **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:** |  |  |  |  |  |  |