

# Reflection & Evaluation Sessions Overview

Reflection & Evaluation Sessions will take place on Monday, Tuesday, Thursday & Friday for the last 30 minutes of the day.

This time should primarily be spent on learners reflecting on and evaluating the day including completing the Core Goals board, providing feedback via the learner portal and tidying up the classroom.

The remaining time can be spent on the activities below.

## Interventions & Tutor Time

- Return to Work forms
- Lateness Forms
- Conversion of time missed into wages
- Wellbeing interventions (1:1 or in groups)
- Functional Skills interventions (1:1 or in groups)
- WEX meetings (by appointment)

## Reflection & Feedback

- Daily learner feedback
- Tutor feedback on work
- Core Goals
- Review learner portal
- Allocate achievement points & review totals

## Other

- Formative assessment e.g. question jar, pop quiz
- Trip planning & evaluation forms
- Trip reminders e.g. what to where, what to bring etc.
- Catch-up on missed work
- **Tidy up time**