

# Primary and Early Years Partnership

*Partnership Opportunities Information Pack*  
2017/18





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# Primary QTS School Based Training

## *Exciting changes for 2017/18*

### BA Year 1 – A New Placement – New Opportunities

Following extensive consultation with our school partners and having taken on board a range of opinions and advice, we are proud and excited to be putting in place a new, more flexible model of School Based Training placements for our Year 1 BAQTS trainee teachers starting in October 2017.

#### **How it works**

Trainees will spend one day per week in school starting after October half term. This will be followed by a two week block placement at the end of January 2018. Building upon progress made, the trainees will then continue to spend one day a week in school and then complete a further two week block placement in May 2018.

#### **The benefits for our Trainees**

This new improved placement will:

- Enable trainees to begin working in schools alongside qualified teachers at an earlier stage in their first year.
- Provide trainees with the opportunity to develop a longer term relationship with their school colleagues and children;
- Provide opportunities for trainees to develop their knowledge and understanding of teaching, learning and assessment, working with children in more than one class;
- Support their professional development through a continuous cycle of school based work followed by critical reflection during university based sessions.

#### **The benefits for our school partners**

- Teachers and children will develop a longer term relationship with their trainees;
- Trainees can support teachers in class more effectively, working with groups of children and individuals to make progress towards their targets;
- Trainees can support the work of the school in more than one class during the year;
- Schools can benefit from welcoming the trainees back for their final Yr3 placements and this could support their recruitment of NQTs;
- Working with Year 1 trainees can be an excellent opportunity for teachers to develop their own skills of mentoring, lesson observation and providing feedback and also thus inform their own professional practice and CPD;
- BCU will provide bespoke mentor training based in cluster schools.
- A new increased payment structure has been introduced for schools able to support our BA Year 1's this academic year. Further information can be found on page 7.

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*“The trainees knew what was expected of them and came prepared.”*

Kelly Vaughan (School Mentor)  
Jubilee Academy Mossley

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# PGCE Primary & Early Years Education

## *Exciting changes for 2017/18*

As part of the University 'Transforming the Curriculum' we are excited as a Course Team to have been able to develop the PGCE Primary & Early Years course after consultation with our school partners and external examiners. We have endeavoured to take on board ideas from a wide variety of stakeholders to enhance the development of the teachers of the future.

### ***What does this look like?***

Trainees will spend the first week of term in a school setting enabling them to observe experienced teachers developing routines and relationships with their new class.

There are three taught modules and within the new improved timetable trainees will have the opportunity to look at pedagogy in university and then within the same week see this in practice in school.

During the year trainees will experience School Based Training in two different school settings and two different key stages. The first School Based Training takes place in the autumn term where trainees build up to teaching two lessons per day. The second placement will be completed over the spring and summer terms. Initially trainees will get to know their classes by teaching small intervention groups and during the summer term build up to 80% whole class teaching timetable.

### ***Benefits of these changes:***

- Enable trainees to observe qualified teachers at an earlier stage in the school;
- Provide trainees with the opportunity to develop a longer term relationship with their school colleagues and children;
- Support their professional development through a continuous cycle of school based work, followed by critical reflection during university based sessions.
- Teachers and children will develop a longer term relationship with their trainees;
- Trainees can support teachers in class more effectively, working with groups of children and individuals to make progress towards their targets.

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*“The class teacher has been fantastic and supportive. She has given positive and constructive feedback which has helped to boost my confidence and significantly improved my practice.”*

Andrew Collier (Student/Trainee) Placed at Summerfield Primary School



# Primary QTS School Based Training

## *Mentor Training*

We recognise that mentors play a crucial role in supporting the development of trainee teachers through sharing their experience and expertise in a challenging and encouraging manner.



To support new and existing mentors, we offer a fully funded initial mentor training activity which is available online to all school partnership colleagues. To access the online training programme go to:

[xoodle.bcu.ac.uk/login](http://xoodle.bcu.ac.uk/login)

Mentors will set up an account with their own password using their school email address as the username.

A confirmation email will be sent and mentors can log in using the enrolment key:

BCU\_Mentor\_14

On completion of the online mentor training, a confirmation certificate can be printed and mentors will be kept up to date with partnership news and development and further training opportunities.

All training sessions will be held at City North Campus and further details will be sent to schools and mentors.

If you would like to organise mentor training in your school or with a group of schools in your area, please contact Jane Lloyd who leads the Primary and Early Years mentor training at Birmingham City University. Her contact email is [jane.lloyd@bcu.ac.uk](mailto:jane.lloyd@bcu.ac.uk).

### Additional Mentor Training Dates 2017/18

#### *Autumn 2017*

Friday 22 September 2 – 3.30pm

Wed 27 September 4.30 – 6pm

Wed 18 October 2 – 3.30pm

#### *Spring 2018*

Wed 10 January 4.30 – 6pm

Friday 12 January 2 – 3.30pm

*“The training was fantastic before the placement, as I am new to being a mentor. Very helpful.”*

Emily Garner (School Mentor/Acting Assistant Head) Goodway Nursery School

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# Primary QTS

## School Based Training

### *Partnership Models*

#### Leading Partnership Schools

School mentors will supervise, support and assess trainees throughout the school experience, including signing off trainees' School Based Training Files, providing support and feedback on preparation, planning, teaching and learning. School mentors will observe trainees' teaching and identify development targets. They will assess trainees' progress at the interim points, identify developmental targets, assess progress at the summative point and prepare a report on achievements and targets for development.

Leading Partnership Schools will be able to access CPD opportunities offered by Birmingham City University or choose to receive iPads in lieu of payments.

Birmingham City University offers mentor training programmes (see page 6)

#### Associate Partnership Schools

Class teachers provide advice and support to trainees and university mentors assess trainees' progress at the interim and summative points. Associate Partnership Schools will receive monetary recognition for the School Based Training they host.

We would strongly encourage Associate Schools to look towards becoming Leading Partnership Schools where staff are trained as school mentors. To support schools we will provide mentor training at no cost to the school and a named university mentor will support schools during the transition of status.

Model	EYFS Placement	KS1 Placement	KS2 Placement	BA Year1 Placement
Associate Partnership School	£100 per trainee	£150 per trainee	£100 per trainee	£200 per trainee
Leading Partnership School	£325 per trainee	£375 per trainee	£325 per trainee	£400 per trainee

*“The University tutor we had was very knowledgeable, supportive and friendly. He has bent over backwards to help not only the student but also us as a school and has been proactive in arranging extra visits and giving guidance about next steps with a particularly challenging placement.”*

Felicity Hyett (School Mentor) St Mary and St Margaret's Primary School



# BA (Hons) Primary Education with QTS

## *School Based Training Overview*

During the course, trainee teachers will undertake three assessed School Based Training placements.

### **AUTUMN/SPRING/SUMMER TERM BAQTS YEAR 1 SCHOOL BASED TRAINING**

Attachment Days 1 (9 Tuesdays)  
31 Oct, 7, 14, 21, 28 Nov, 5, 12 Dec  
2017, 9, 16 Jan 2018  
Block 1 (2 Weeks):  
22 Jan– 2 Feb 2018  
Attachment Days 2 (9 Tuesdays)  
6, 13, 27 Feb; 6, 13, 20, 27 March;  
24 April; 1 May 2018  
Block 2 (13 Days):  
9 -25 May 2018

Trainees will complete two sets of school based attachment days followed by a short block placement. The placement can operate as a paired or single placement and is designed to develop the trainees' knowledge and understanding of the Teachers' Standards (DFE, 2012). The placement will follow a cycle of school based work, followed by critical reflection during University sessions.

Year 1 Trainees will spend one day per week in school starting after October half term followed by a two week block placement at the end of January. During this first block trainees will teach a minimum of one lesson per day, planning and teaching for the whole class on their own (with partner as TA if in a paired placement)

Building upon progress made, the trainees will then continue to spend one day per week in school and complete a further short block placement towards the end of May. During this second block the trainees will plan and teach two lessons per day (on alternate days) for the whole class (with partner as TA if in a paired placement). Trainees should also work with groups and one-to-one as directed by the class teacher and have the opportunity to observe good practice across the school.

### **SPRING TERM BAQTS YEAR 2 SCHOOL BASED TRAINING**

PPSE (13 Days):  
23, 26, 29, 31 Jan, 1-8 Feb 2018  
Block (6 Weeks):  
12 Feb-28 Mar 2018

Trainees will complete preliminary visits and a six week block placement starting the placement by planning for small groups and 1:1 interventions and building up to teaching the whole class for 40% of the timetable by the end of week 2. Trainees continue to build up to planning and teaching for 60% of the timetable by the start of the week 4. This school based learning is designed to build upon trainees' knowledge and understanding of teaching and learning, assessment and behaviour management strategies, developed through the taught programme and during their first School Based Training experience.

### **AUTUMN TERM BAQTS YEAR 3 SCHOOL BASED TRAINING**

PPSE (9 Days):  
2-6 October and 9-13 Oct 2017  
Block (8 Weeks):  
16 Oct-14 Dec 2017

Trainees will complete preliminary visits and an eight week block placement in the autumn term. Starting the placement with a minimum whole class teaching commitment of 50%, building up to teaching and taking responsibility for the class for 80% of the timetable by the start of the 5th week at the latest. Trainees will develop confidence in using formative assessment to secure children's progress and will become increasingly accountable for children's attainment and progress. Trainees will participate in all classroom procedures including registration, assessment and tracking. This placement will be assessed against the Teachers' Standards.

All of our trainees have had School Based Training briefings regarding their placement and all our trainees and school colleagues are supported by experienced supervising University tutors from the Primary Education course. The University provides training and moderation meetings for all School Mentors.



# PGCE Primary and Early Years with QTS

## *School Based Training Overview*

During the course, trainee teachers will undertake two assessed School Based Training placements.

### **AUTUMN TERM PGCE SCHOOL BASED TRAINING 1**

#### **Autumn Term SBT1**

PPSE (7 Days):  
3, 10, 17, 30, 31 Oct; 1, 2, Nov 2017  
Block (5 Weeks):  
6 Nov – 8 Dec 2017  
Additional Experience (5 Days):  
18 Dec – 22 Dec 2017

Trainees will complete preliminary visits and a five week block placement. This experience, where possible, will operate as a paired placement so trainees will work together to support their professional development.

From the start of the block placement trainees each teach one lesson per day and include their partner in their planning. By the end of the placement, in negotiation with the class teacher, trainees should each teach 2 lessons per day. Trainees should support one to one learning and small focus group learning when not teaching the whole class. This placement is designed to develop trainees' understanding of the range of teaching, learning and professional skills as outlined in the Teachers' Standards (DFE, 2012) in the context of one-to-one, small/focus groups and whole class teaching. The expectation is that by week 4 trainees should be planning and teaching two whole class lessons per day. This placement will be summatively assessed against the Teachers' Standards.

### **SPRING AND SUMMER TERM PGCE SCHOOL BASED TRAINING 2**

#### **Spring Term PGCE SBT2a**

PPSE (11 Days):  
11, 12, 17, 18, 19, 24, 25, 26, 31 Jan;  
1, 2, Feb 2018  
Block (5 Weeks):  
8 Feb – 27 Mar 2018

Trainees will be placed in a new school where they will complete preliminary visits and a five week block placement. Trainees will work with children and small groups identified by school data to support 'closing the gap' targets and will take some responsibility for whole class teaching. This placement will be formatively assessed against the Teachers' Standards.

By the beginning of week three trainees should be teaching 50% of the time, whether that is whole class, intervention groups or one to one interventions. This school based learning is designed to build upon trainees' knowledge and understanding of teaching and learning, assessment and behaviour management strategies developed through the taught programme and School Based Training 1. Trainees have had input on and some experience of:

- The primary curriculum, planning and assessing the core and foundation subjects
- Behaviour management strategies, theories related to learning, formative and summative assessment processes, safeguarding, SEN
- Planning, teaching and assessing small groups, one to one interventions and whole classes.
- Trainees on 3-7 route will have had experience of teaching, planning and assessment in EYFS.

#### **Summer Term PGCE SBT2b**

PPSE (3 Days): 16/17, 18, 19 April 2018  
Block (8 Weeks):  
23 April – 22 June 2018

Trainees will complete preliminary visits and an eight week block placement in the Summer Term. Trainees start the placement with a minimum teaching commitment of 60% and build up to teaching and taking responsibility for the class for 80% of the timetable by the 5th week. Trainees will develop confidence in using formative assessment to secure children's progress and will become increasingly accountable for children's attainment and progress. Trainees will participate in all classroom procedures including registration, assessment and tracking. This placement will be assessed against the Teachers' Standards.

# Primary QTS School Based Training

## Calendar 2017/18

Wk.	W/b.	BA (Hons) Primary & Early Years Education	BA (Hons) Primary & Early Years Education - Year 1	PGCE Primary & Early Years
7	04 Sep 17			
8	11 Sep 17			
9	18 Sep 17			
10	25 Sep 17			
11	02 Oct 17	BA Yr3 PPSE		SBT1 PPSE Day 03 Oct 17
12	09 Oct 17	BA Yr3 PPSE UT Sign Off 12 Oct 17		SBT1 PPSE Day 10 Oct 17
13	16 Oct 17	BA Yr3 Block		SBT1 PPSE Day 17 Oct 17
14	23 Oct 17	Half Term		
15	30 Oct 17	BA Yr3 Block	BA Yr1 AD Tuesday	SBT1 PPSE UT Sign Off 03 Nov 17
16	06 Nov 17	BA Yr3 Block	BA Yr1 AD Tuesday	SBT1 Block
17	13 Nov 17	BA Yr3 Block MPR by 13 Nov 17	BA Yr1 AD Tuesday	SBT1 Block PM 17 Nov 17
18	20 Nov 17	BA Yr3 Block	BA Yr1 AD Tuesday	SBT1 Block
19	27 Nov 17	BA Yr3 Block	BA Yr1 AD Tuesday	SBT1 Block
20	04 Dec 17	BA Yr3 Block	BA Yr1 AD Tuesday	SBT1 Block PM 08 Dec 17
21	11 Dec 17	BA Yr3 Block Ends 14 Dec 17 EPR by 14 Dec 17	BA Yr1 AD Tuesday PM 13 Dec 18	
22	18 Dec 17			SBT1 Block Ends
23	25 Dec 17	School Christmas Holiday		
24	01 Jan 18			
25	08 Jan 18		BA Yr1 AD Tuesday	SBT2a PPSE Days 11-12 Jan 18
26	15 Jan 18		BA Yr1 AD Tuesday	SBT2a PPSE Days 17-19 Jan 18
27	22 Jan 18	BA Yr2 PPSE 23 26 Jan 18	BA Yr1 Block	SBT2a PPSE Days 24-26 Jan 18
28	29 Jan 18	BA Yr2 PPSE	BA Yr1 Block	SBT2a PPSE Days 31-02 Feb 18
29	05 Feb 18	BA Yr2 PPSE 05 08 Feb 18 UT Sign Off 09 Feb 18	BA Yr1 AD Tuesday PM 05 Feb 18	SBT2a Block 08-09 Feb 18
30	12 Feb 18	BA Yr2 Block	BA Yr1 AD Tuesday	SBT2a Block 14 Feb 18
31	19 Feb 18	Half Term		
32	26 Feb 18	BA Yr2 Block	BA Yr1 AD Tuesday	SBT2a Block
33	05 Mar 18	BA Yr2 Block MPR by 09 Mar 18	BA Yr1 AD Tuesday	SBT2a Block PM 05 Mar 18
34	12 Mar 18	BA Yr2 Block	BA Yr1 AD Tuesday	SBT2a Block
35	19 Mar 18	BA Yr2 Block	BA Yr1 AD Tuesday	SBT2a Block PM 23 Mar 18
36	26 Mar 18	BA Yr2 Block Ends 28 Mar 18 EPR by 28 Mar 18	BA Yr1 AD Tuesday	SBT2a Block Ends 27 Mar 18
37	02 Apr 18	School Easter Holiday		
38	09 Apr 18			
39	16 Apr 18			SBT2b PPSE Days 16 19 Apr 18
40	23 Apr 18		BA Yr1 AD Tuesday	SBT2b Block
41	30 Apr 18		BA Yr1 AD Tuesday	SBT2b Block
42	07 May 18		BA Yr1 Block 09-11 May PM 08 May 18	SBT2b Block PM 11 May 18
43	14 May 18		BA Yr1 Block	SBT2b Block
44	21 May 18		BA Yr1 Block	SBT2b Block
45	28 May 18	Half Term		
46	04 Jun 18		PM 04 Jun 18	SBT2b Block
47	11 Jun 18			SBT2b Block
48	18 Jun 18			SBT2b Block PM 18 Jun 18

### Key

**SBT:** School-Based Training

**PPSE:** In-School planning and preparation days

**AD:** Attachment Day

**UT:** University Tutor

**MPR:** Midpoint Review Meeting

**EPR:** Endpoint Review Meeting

**PM:** Progress Meeting

# Primary QTS School Based Training

## *Timeline 2017/18*

Autumn Term (All dates are subject to change)

BA (Hons) Primary Early Years Education Yr3	BA (Hons) Primary Early Years Education Yr1	Date	PGCE Primary Early Years SBT 1	Date
Schools receive letter confirming allocation of BA QTS YR3 trainees.*		w/b 04 Sep 17	Schools receive letter confirming allocation of PGCE SBT1 trainees.*	w/b 04 Sep 17
Mentor Training at City North Campus – Details confirmed with confirmation letter				22 Sep 17-2:00pm
The School Based Training Briefing for School Colleagues supporting BA Yr3 students will take place at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers will be invited to attend this meeting. An invitation to this meeting will be sent out to schools at the same time as the letter of confirmation.		28 Sep 17	The School Based Training Briefing for School Colleagues will take place at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers from schools supporting trainees for School Based Training SBT1 will be invited to attend this meeting. An invitation to this meeting will be sent out to schools at the same time as the letter of confirmation.	20 Sep 17
Mentor Training at City North Campus – Details confirmed with confirmation letter				27 Sep 17-4:30pm
Schools receive letter confirming allocation of BA QTS YR1 trainees.*		w/b 02 Oct 17	Start of School Based Training Preliminary visits.	03 Oct 17
BA3 Start of School Based Training Preliminary visits.		02 Oct 17		
BA3 Trainees at University for University Tutor Sign off meeting.		12 Oct 17		
BA3 Start of School Based Training Block		16 Oct 17		
The School Based Training Briefing for School Colleagues supporting BA Yr1 students will take place at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers will be invited to attend this meeting. An invitation to this meeting will be sent out to schools at the same time as the letter of confirmation.		17 Oct 17		
Mentor Training at City North Campus – Details confirmed with confirmation letter				18 Oct 17-4:30pm
<b>School Half Term</b>				23-27 Oct 17
BA1 Start of Attachment Days		31 Oct 17	Trainees at University for University Tutor Sign off meeting.	03 Nov 17
BA3 Midpoint Review Meeting to be completed by:		13 Nov 17	Start of School Based Training SBT1 Block	06 Nov 17
The School Based Moderation Meeting at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers supporting Yr3 trainees will be invited to attend.		12 Dec 17	Progress Meeting 1 to be completed by:	17 Nov 17
Progress Meeting 1 to be completed by:		13 Dec 17	Progress Meeting 2 to be completed by:	08 Dec 17
BA3 End Point Review Meeting to be completed by:		14 Dec 17	Trainees in University for sessions and University Tutor Debrief	11-15 Dec 17
BA3 End of School Based Training		14 Dec 17	SBT1 End of School Based Training	22 Dec 17
<b>School Christmas Holiday</b>				25 Dec-05 Jan 18

\* We may be unable to allocate a trainee to all placements offered. In allocating trainees to schools, account has to be taken of travel time and distance between a trainee's term time address, and the school and the Key Stage a trainee requires. Schools will be notified if a trainee has not been placed in the school.

# Primary QTS School Based Training

## *Timeline 2017/18*

Spring Term (All dates are subject to change)

BA (Hons) Primary Early Years Education Yr2	BA (Hons) Primary Early Years Education Yr1	Date	PGCE Primary Early Years SBT 2 (a)	Date
Schools receive letter confirming allocation of BA QTS Yr2 trainees.*		w/b 11 Dec 17	Schools receive letter confirming allocation of SBT 2a & 2b trainees.*	w/b 04 Dec 17
			The School Based Training Briefing for School Colleagues supporting SBT 2a & 2b will take place at City North Campus, 4:30pm – 6:00pm.	13 Dec 17
Mentor Training at City North Campus – Details confirmed with confirmation letter				10 Jan 18-4:30pm
The School Based Training Briefing for School Colleagues supporting BA Yr2 students will take place at City North Campus, 4:30pm–6:00pm.		18 Jan 18	Start of School Based Training SBT 2a Preliminary visits	11 Jan 18
Start of BA1 School Based Training Block		22 Jan 18		
Mentor Training at City North Campus – Details confirmed with confirmation letter				12 Jan 18-2:00pm
Start of School Based Training (BA Yr2) Preliminary visits.		23 Jan 18	SBT 2aTrainees at University for University Tutor Sign off meeting.	07 Feb 18
End of BA1 School Based Training Block		02 Feb 18	Start of School Based Training SBT 2a Block	08 Feb 18
BA1 Progress Meeting 2 to be completed by:		05 Feb 18		
BA1 Start of Attachment Days		06 Feb 18		
BA2 Trainees at University for University Tutor Sign off meeting.		09 Feb 18		
Start of BA2 School Based Training Block		12 Feb 18		
<b>School Half Term</b>				19-23 Feb 18
BA2 Midpoint Review Meeting to be completed by:		09 Mar 18	Progress Meeting 3 to be completed by:	05 Mar 18
The BA2 School Based Moderation Meeting at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers will be invited to attend.		26 Mar 18	Progress Meeting 4 to be completed by:	23 Mar 18
BA2 End Point Review Meeting to be completed by:		28 Mar 18	End of School Based Training SBT 2a	27 Mar 18
End of BA Yr2 School Based Training		28 Mar 18		
<b>School Easter Holidays</b>				30 Mar-13 Apr 18

\* We may be unable to allocate a trainee to all placements offered. In allocating trainees to schools, account has to be taken of travel time and distance between a trainee's term time address, and the school and the Key Stage a trainee requires. Schools will be notified if a trainee has not been placed in the school.



# Primary QTS School Based Training

## *Timeline 2017/18*

Summer Term (All dates are subject to change)

BA (Hons) Primary Early Years Education Yr1	Date	PGCE Primary Early Years SBT 2 (a)	Date
Progress Meeting 3 to be completed by:	08 May 18	Start of School Based Training SBT 2b Preliminary visits	16 Apr 18
Start of BA1 School Based Training Block	09 May 18	SBT 2b Trainees at University for University Tutor Sign off meeting.	20 Apr 18
The BA1 School Based Moderation Meeting at City North Campus, 4:30pm – 6:00pm. School Mentors and Class Teachers will be invited to attend.	23 May 18	Start of School Based Training SBT 2b Block	23 Apr 18
End of BA1 School Training Block	25 May 18	Progress Meeting 5 to be completed by:	11 May 18
Progress Meeting 4 to be completed by:	04 Jun 18		
<b>School Half Term</b>			28 May-01 Jun18
		Progress Meeting 6 to be completed by:	18 Jun 18
		End of School Based Training SBT 2b	22 Jun 18

*“I have had a wonderful time on my placement, can't thank BCU enough for offering the opportunity of a SEND placement.”*

Chloe McEvoy (Student/Trainee) Placed at Merstone School



*“The class teacher gave great advice, always supported me by giving good advice, and informally observing lessons when asked to improve practice. Always made time. Lovely lady.”*

Victoria Morris (Student/Trainee) Placed at High Meadow Infant School



*“Everything made clear, excellent partnership with staff at B.C.U.”*

Simon Waldron (Assistant Head Teacher)  
Somerville Primary School

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# Primary QTS

## School Based Training

### *Frequently Asked Questions*

**Q: Am I able to offer a placement to one trainee instead of a pair for PGCE School Experience 1?**

A: Yes, you can offer a placement to one trainee but a paired placement is more beneficial to the trainees and frequently, the school as well. A paired placement offers the opportunity for more flexibility in terms of team teaching and peer development and assessment.

**Q: Do the trainees on paired placements have to be based within the same class?**

A: Most schools would base paired placements in the same class but, if you want paired trainees in different classes, that is fine, as long as they have opportunities to share planning and to team teach. Trainees placed in parallel classes in the same age group also works particularly well.

**Q: I have trained through another institution, can I still be a school tutor/mentor?**

A: Yes, if you have trained as a school tutor mentor at another institution you can be a mentor for our trainees. Your named University Tutor will be happy to discuss this further with you. Please also see enclosed information about Online Mentor Training which we are pleased to offer to our Partner Schools.

**Q: Have all trainee teachers been subject to a Disclosure and Barring Service (DBS) check prior to starting their placement?**

A: Yes, all of our trainees are required to complete an Enhanced DBS check prior to their acceptance on the course. Students will bring a copy of their safeguarding letter and photographic student ID with them on their first day. Please contact us if your school will require additional forms of ID.

**Q: Where can I find key information about the course?**

A: All key information, including dates and documents, is available on our website:  
[www.bcu.ac.uk/education/partnerships](http://www.bcu.ac.uk/education/partnerships)

**Q: Can a class teacher also be the school mentor?**

A: Yes, but ideally, having a separate mentor allows students to have another source of support within the school.

**Q: If I can't attend the School Briefing Meeting, is there another way in which I can obtain the information required for the placement?**

A: Yes. All relevant documentation relating to the placement will be sent out ahead of the start date. We are also able to send out a copy of the School Briefing presentation if required. The University Tutor assigned to your placement will also be on hand to answer any further questions you might have.

*“Very good communication meant that expectations for the placement and tutor visits were made clear. Trainee was extremely well prepared prior to her placement and throughout.”*

Andrew Crane (Class Teacher) Yorkmead School

We hope that we have given you sufficient information to enable you to identify which trainees your school will benefit from supporting, but if you need further information please contact your link tutor or:

Contact the Partnership Team on:  
0121 331 7702

Email:  
[education.partnerships@bcu.ac.uk](mailto:education.partnerships@bcu.ac.uk).

For more information regarding  
our Primary Partnership:

Visit our website:  
[www.bcu.ac.uk/education/partnerships](http://www.bcu.ac.uk/education/partnerships)