**KEY DATES**

**Placement One, Block One:**
Tuesday 3rd November until Friday 11th December and also Tuesday 15th (all trainees) and Thursday 17th December (exception of Pathfinder trainees who shall be at their Pathfinder base on this day).

**Review One** due for completion on PebblePad for 11th December

**THANK YOU**

Thank you to each and every one of you for hosting a UoY trainee/s, we understand the pressures schools are under in response to COVID19 and are confident that our trainees will go above and beyond to actively support your school and its community.

An additional heartfelt thank you to those schools, Professional Tutors and Mentors who have offered additional placements and alternative opportunities to assist this year’s cohort in gaining QTS.

**COMMUNICATION: MENTOR BULLETIN**

Communication during these turbulent times is paramount and as such we shall be issuing this mentor specific bulletin each fortnight.

The main purpose of the bulletin is to:
- Highlight key PGCE dates and upcoming deadlines
- Recap/inform of PGCE processes and systems in place
- Provide PTs and Mentors with links to useful CPD resources, training materials and articles.

Each bulletin will have a specific theme which relates to what is happening on placement at that specific time, this bulletin has a focus on trainee orientation.

We would like to include contributions from the placement context and would be delighted to have input from our partnership colleagues on their experiences, suggestions and tips for a successful placement.

Please send any contributions via email to: education-spf@york.ac.uk
COMMUNICATION: DROP-IN MENTOR SESSIONS

To support your mentor role, and whilst it is challenging to meet face to face two weekly mentor drop-in sessions are to take place each week. These are open sessions where mentors can join anytime within the hour and discuss anything placement related with members of our PGCE team. This is a great opportunity to meet any fellow mentors, build relationships within the partnership and gain further support.

There is no obligation to attend, we know your time is precious, but everyone is always welcome. It’s a great space to pass on and celebrate any positive experiences you have had with the trainees!

Simply click on the correct Zoom link below at the time you wish to join the meeting. You will first enter into a digital ‘waiting room.’ When possible you will then be admitted into the meeting. Breakout rooms shall be put in place for if/when confidential information is to be discussed. You can use the Zoom link at any point during the drop-in times.

**Wednesdays** 12:30-1:30: (except 16/12 which will run 11:00-12:00):
https://york-ac-uk.zoom.us/j/93477112129

**Fridays** 3:30-4:30:
https://york-ac-uk.zoom.us/j/95439320314

COMMUNICATION: MENTOR RESOURCES

A reminder that all our mentor resources can be accessed via the PGCE Mentor area of the University of York PGCE website. It is well worth bookmarking this for easy access.

https://www.york.ac.uk/education/pgce/mentors/

The pages include key dates and calendars, copies of this bulletin, Zoom links to the drop in sessions and links to the mentor handbook, WSI content PebblePad information
REMOTE SUPPORT

Finalising placements for all our University of York PGCE trainees has been exceptionally challenging and we still have a small number of trainees who are not on placement. The PGCE team have designed an alternative model utilising the trainees’ strong subject knowledge, understanding and skills alongside supporting their continued professional development. This model will not be a deficit model, the plans we are developing aim to expand and enrich their experiences beyond the usual placement model. A selection of alternative remote opportunities we are offering schools is given in the Google form below.

Please look through what we are offering and consider if this is something you would find beneficial. Examples of activities include GCSE/A Level tutoring, remote resources development and SoW adaptation. By showing an interest in any of the options you are not committing but opening dialogue for a member of the PGCE team to get in touch and discuss how we can work in partnership to develop a bespoke remote experience to benefit both the school and trainee/s. The suggestions list is not exhaustible and please do feel free to make any suggestions as to how we can work with you.

Link to Google Form HERE
WEEK 1 AND 2 ON PLACEMENT

These two weeks are dedicated to orientation and observation for the trainees.

Try to provide a timetable/plan and school tour with a map for trainees for these first 2 weeks. Sometimes this is best done on a day by day or week by week basis. This will ensure they are in the right place at the right time especially where observations are planned and they are moving around the school and getting used to the school building and timings.

Meeting Key Staff: The trainees will be getting a lot of information from you, try to allow them to meet the key members of your school and allow them opportunities to introduce themselves.

Observations: This does not need to be subject specific or just in classrooms. It could involve more than one trainee, shadowing particular KS3/KS4 classes or individuals, observing within other subject areas, spending time with teaching assistants, observing in assemblies/extra curricular activities. You may want to discuss the observations with the trainee after the first week and develop a plan for the second week's observations together.

Ensure that both the trainee and the host teacher is aware of observation protocol i.e what is expected of them, how they might interact/engage with pupils and any follow up discussions that might take place.

School policies: Arrange for trainees to have access to all relevant school policies and procedures. Spending some time discussing these and/or giving opportunities to ask questions and meet the relevant people involved is advised.

These should certainly cover the following as a minimum:
Health and Safety policy including Covid19 arrangements
Safeguarding policy
Staff Conduct and Dress Code
Behaviour Management Policy
Weekly theme: Orientation

WEEK 1 AND 2 ON PLACEMENT.....

Manage and deliver the school-based CA and WSI: Ensure that you have planned and provided some details to the trainees on the Curriculum Area and Whole School Issues training you and your colleagues will provide the trainee whilst on placement. This is often available through the trainee spending time with key staff e.g. SENCO, DSL and the CPD opportunities and training already in place for staff e.g. INSET, staff/department meetings.

Detail on the curriculum expected for ITT trainees in Placement 1 and 2 can be accessed [HERE](#).

Extra Curricular: During these first two weeks you may want the trainees to look through the range of extra curricular opportunities and together select one they would like to participate in/support during the placement.

Duties: If possible please discuss with the trainee and allocate a daytime duty they can shadow with another member of staff. They are not permitted to undertake this duty alone. It is also expected that they will attend any whole school staff training/meetings that take place each week.

Get in touch: Please do let us know (via the drop-in sessions or by email) if you are experiencing any early concerns, we want to support wherever we can and find the earlier we know the better. In a couple of weeks a member of the PGCE team will email the Professional Tutor at your school to set up an online November monitoring session. It is not expected that individual subject mentors will be available, but if a mentor is available and would like to join they are very welcome.

If you have any questions or need assistance please do not hesitate to attend one of the weekly drop in sessions or contact the SPF team via email on: education-spf@york.ac.uk