Primary PG ITE 2024-2025

Key dates and essential information

Welcome to your initial teacher training. We would like to welcome you to the programme and very much look forward to working with you over the course of the next year and beyond.

## Welcome Evening

This will be held on **Thursday 11th July online between 4.30 and 6.00pm.** It is an integral part of the training, and we hope that all trainees will be able to join us. This is an opportunity to:

* Find out more about the programme
* Meet tutors, mentors and other trainees
* Hear from some trainees who have just completed the programme
* Think more about what it means to be a teacher
* Get started on your training journey

## DBS check

If you are a salaried trainee your employing school will carry this out. This must be done before the end of the summer term so please take responsibility for ensuring that it is in place. If you are a tuition fee trainee details on how to complete the online DBS application are on the official offer email you received from [teachertraining@reading.ac.uk](mailto:teachertraining@reading.ac.uk) . A satisfactory DBS must be in place before you begin the programme in September.

## Health Check

Information on this is available at <https://www.reading.ac.uk/admissions/standard-admissions-checks/declaration-of-health>. You will have received an email with instructions from the admissions team regarding the fitness to teach process. Please complete the questionnaire without delay, pass this to your GP who should then complete this and pass it back to you for forwarding to the admissions team via the confidential link. We appreciate this process can take some time so please do ensure that you engage with this straight away. Please be aware that salaried trainees are still required to complete this questionnaire even if you have had a similar check with the school.

## Significant dates

The programme starts on the first day of term for your school. You are expected to be in school from that day onwards, even if it is an INSET day for staff. You will be expected to attend all INSET days.

The first central training day is Thursday 5th September 2024. Further information regarding arrangements for this day will be sent to you in due course. We will look carefully at the day-to-day expectations of the programme as you begin your journey towards becoming a fully qualified teacher.

The programme finishes on Tuesday 15th July 2025.

You have been given an outline of the course structure and at the Welcome Evening you will be given an overview timetable of university training. Our intention is for this to involve a predominantly campus-based learning experience with a blended (online) approach adopted when necessary.

## Salaried trainees

* You need to have a contract as an unqualified teacher. If you were previously employed as a teaching assistant or in any other role such as an Early Years Practitioner, you need to resign from this post and be re-employed as an unqualified teacher.
* Your school is entitled to require you to undertake work as part of your contracted duties but this must not be detrimental to your training. The University will work with your lead school to monitor this and recommend that this is for no more than the equivalent of one day a week. Your school needs to be aware that you will not be there whilst on your contrasting, second school placement or attending central training days.
* You are employed for the whole of the academic year and so have a commitment to the school even after the final day of the course on Tuesday 15th July 2025.

## Unsalaried RPTs

* Are not employed by the school as unqualified teachers or Teaching Assistants
* Should not be asked to do any cover teaching.
* Should be supernumerary – later in the in the training year they will teach independently and at times without a class teacher present, but a qualified teacher should retain overall responsibility for children’s development and progress.
* Have no obligation to stay in the training school beyond the end of the programme (Tuesday 15th July) unless employed to do so.