

# ITE Primary Mentor Newsletter

W/C 4<sup>th</sup> December 2023

St Mary's  
University  
Twickenham  
London

School of  
Education



Dear Professional Coordinating Mentors (PCMs), Training Coordinators and Class Based Mentors (CBMs),

We hope you have had a good week. Many of you will have met with university Link tutors this week, either to review the progress of your PGCE trainee or to receive placement information for your BA Y1 student(s) via the Initial training meeting. A huge thank you for accommodating any online or face to face meetings at such a busy time of the year.

Please note we have PCM training for Training coordinators supporting our BA Y1 students, running on Monday 11<sup>th</sup> December at 4-5pm and you can access the meeting [here](#). We look forward to seeing all there.

Lots of key messages and information, including overviews and keys documents relating to your placement at the bottom of this page. **Two pages this week!**

Best wishes,  
The St Mary's Partnership Team

## **Mentor Training Recording and abyasa record.**

All mentor training materials can be accessed on the portal by clicking [here](#). A reminder that mentors for our PGCE and BA Y1 Foundation placement trainees are required to engage with Session 1 and 2 and then can choose from either Session 3 or 4.

Mentor training should be recorded on your 'Mentor training and development' record' on abyasa. You can find instructions on how to add this record [here](#). Your link tutor will be checking this and would be happy to support you if you have any questions.

## **Make it even better! Enhancing the partnership**

We very much welcome your feedback to ensure we continue to improve our provision and to enhance your experience as a St Mary's mentor. If you haven't already, please [form](#) to let us know your thoughts in relation to this month's theme which is Mentor workload.

### **Useful Links**

[St Mary's Partnership Portal](#)

[School Experience Handbook](#)

[ITT Safeguarding Policy](#)

[Key Documents for Partnership Schools](#)

[Overview of PGCE Foundation School Experience](#)

[PGCE Foundation Training Plan](#)

[Overview of Year 1 BA QTS School Experience](#)

[Year 1 BA QTS Training Plan](#)

[Year 1 BA QTS Training Plan \(EYFS\)](#)

**ECT Exchange:** We are very much looking forward to welcoming ECT's from across our partnership schools for the second ECT exchange meeting of the year on Thursday 7<sup>th</sup> December. The theme of this session is wellbeing and workload and we hope to continue to use this network to provide opportunities for ECTs to share good practice as well hear as from expert colleagues and events and opportunities available for members.

Please circulate our [ECT Exchange invitation](#) to any ECTs in your school who would like to join the network and attend this event ! We would love to support them as they start their career! ECT's can also access the [ECT Newsletter](#) here.

**School Based Professional Studies Programme:** If you haven't already done so, please click [here](#) to confirm the Professional Studies delivery in your school. (PCMs only)

[St Mary's School Based PS Template](#)

[St Mary's School Based PS Exemplar](#)

**Useful Contacts can be found on the [partnership portal](#)**

*Your trainee's Link Tutor is the first port of call for placement queries, but please do not hesitate to contact the Partnership team if additional support is needed.*

# ITE Primary Mentor Newsletter- cohort information

## PGCE

### For those hosting PGCE Primary with QTS (Part Time and Full Time) - Week 6 Block Placement

**Teaching Expectations:** This week sees trainees plan and deliver 9 lessons, which should include consecutive English and maths lessons and an additional 3 foundation subjects (which should include PE if your trainee is on the PE specialism).

**Weekly Curriculum Foci and Research:** This week's foci centre around How pupils learn and Classroom practice. Trainees are encouraged to recall their learning on Cognitive Load theory and are encouraged to discuss with you mentor how children's long-term memory can be developed and how to avoid overloading children's working memory. Please take the opportunity to model the planning and implementing of retrieval tasks for lessons and provide specific feedback on how trainees have delivered these tasks in their own lessons this week. For more details, please refer to the training plan.

**Abyasa:** As we approach the end of the placement, please could you take a moment to check that mentor activities are up to date on abyasa:

- All weekly training meetings have been signed off and submitted. If you have ticked that you have concerns about your trainee, please contact your link tutor as soon as possible.
- Please ensure that you have added comments to the progress record - we require four comments against each area of professional learning by the end of the placement
- Progress record: Your link tutor will have begun discussions with you regarding the completion of your reflective comments. PCMs/ Training co-ordinators are also required to complete reflective comments on abyasa at the placement.

## BA Year 1

### For those hosting Year 1 BA Primary Education with QTS - Serial Days

**Serial Day Expectations:** This week marks the start of an Intensive training and Practice (ITaP) week for our BA Y1 trainees. The aim of the ITaP week is to allow trainees to focus on a specific area of practice with support from both St Mary's tutor and their mentors. The focus of the ITaP is questioning and you can find an overview of the activities in the training plan. We have also produced [mentor guidance](#) for this ITaP, including the intent, some useful resources and a breakdown of the week and how you can support the trainees with their directed tasks. All trainees will be in university on Monday 4<sup>th</sup> and will then return to you in school on Tuesday 5<sup>th</sup> and Wednesday 6<sup>th</sup> to observe questioning and participate in deliberate practice.

**Mentor training and PCM training:** Please see page one of this newsletter for reminders

St Mary's  
University  
Twickenham  
London

School of  
Education

