

# ITE Primary Mentor Newsletter

St Mary's  
University  
Twickenham  
London

School of  
Education



Dear Professional Coordinating Mentors (PCMs), Training Coordinators and Class Based Mentors (CBMs),  
Thank you for hosting our St Mary's trainee(s) in your school. School experience continues to be a fundamental opportunity for their development and your facilitation of this is invaluable. This newsletter signals the start of regular communication to those who are supporting trainees on placement. These will contain key updates and information for the week ahead, all of which will be in line with the information being sent to students and communication between course leads and subject mentors. Details of opportunities to engage in upcoming mentor training and wider CPD opportunities will also be shared alongside interesting resources. We look forward to working with you this year and thank you once again for your role in developing the emerging practice of the next generation of teachers.

Best wishes,  
The St Mary's Partnership Team

## For those hosting PGCE Primary with QTS (Part Time and Full Time) - Serial Days

If you are hosting a trainee on the PGCE Part Time route, you will have received a letter from Partnership and DBS confirmation. Our trainees are looking forward to getting started with their school experience on Wednesday 4th October. The purpose of the serial days is for trainees to familiarise themselves with their placement school, including the teaching team and pupils they will be working with. These days provide them with the opportunity to learn about the routines and policies within your school and begin to establish themselves as a member of the wider team. As such, we hope you will see evidence of our high expectations of their professional behaviours and commitment to their own learning and development. For schools that have offered to host a PGCE Full Time trainee, you will receive confirmation letters this week if a trainee has been placed with you, in preparation for the start of their placement on Monday 9th October.

## Weekly Curriculum Foci and Tasks

The weekly foci for these days revolve around setting high expectations and managing behaviour. These foci are supported by the training plan by encouraging trainees to engage in classroom based activities such as taking the register and reading to the class, as well as seeking opportunities to observe expert colleagues with a focus on these areas of their practice. Trainees also have a list of other tasks to complete over the course of their serial days, including selecting profile children in their class and familiarising themselves with relevant policies and other documentation.

**Safeguarding:** Our trainees have all received safeguarding training and are required to familiarise themselves with the policy and practice in your school during serial days.

## Useful Links

[St Mary's Partnership Portal](#)  
[School Experience Handbook](#)  
[ITT Safeguarding Policy](#)  
[Key Documents for Partnership Schools](#)

*Please do not hesitate to contact the Partnership Team if there is any additional information we can provide or any questions we can answer.*

## Mentor Training 2023/24

Mentors are required to engage with our pre-recorded 'Introduction to Mentoring at St Mary's' input, which can be accessed on the [Mentor Zone](#).

Please find further details of our full mentor training offer [here](#), including which sessions we invite mentors to attend if they are supporting a trainee on the Foundation school experience.

## Useful Contacts

[Eleanor Stewart](#) (Head of Partnership & Apprenticeships)  
[Mary Nkune](#) (Head of Partnerships)  
[Jemima Davey](#) (ITT Partnership Lead)  
[Primary Partnerships Team](#)  
[Abyasa Help](#) (Support with Abyasa)

Your trainee will be assigned a Link Tutor, who will also be a key point of contact during placement.