

# ITE Professional Coordinating Mentor Newsletter

St Mary's  
University  
Twickenham  
London

School of  
Education



Dear PCMs,

Thank you for hosting our PGCE Secondary 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 our PCMs 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

## Prep Days (28-29th September 2023)

Our trainees are looking forward to getting started with their school experience on Thursday 28th September. The purpose of the first two 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. While there are no weekly themes for them to focus on during these two days, they will be busy learning about your school and looking ahead to their timetable commitments and how they will fulfil the requirements of the training plan in the coming weeks.

## Useful Links

[St Mary's Partnership Portal](#)

[School Experience Handbook](#)

[ITT Safeguarding Policy](#)

[Key Documents for Partnership Schools](#)

[Foundation School Experience Training Plan](#)

*Further links to key information for PCMs and mentors will be shared in subsequent newsletters. Please do not hesitate to contact the Partnership Team if there is any additional information we can provide or any questions we can answer.*

## PCM and 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.

PCM training will take place on **Thursday 5th October at 4pm**. Details will be included in next week's newsletter.

## Useful Contacts

[Jim Moreland](#) - PGCE Secondary Subject Lead

[Fiona Wilson](#) – English Course Lead

[Sophie Wilson](#) – Geography Course Lead

[Sarah Batty](#) – History Course Lead

[Jane Moss](#) – Mathematics Course Lead

[Lisa Panford](#) – Languages Course Lead

[Kirsty Harding](#) – PE Course Lead

[Rachel Croft](#) – RE Course Lead

[Robert Campbell](#) – Science Course Lead

[Secondary Partnerships Team](#)

*Please click the name of the contacts above.*