

Secondary ITT Student Agreement 2023-24



St Mary's
University
Twickenham
London

I understand and agree that:

1 Policies and Procedures

- 1.1 I am required to hold a current Enhanced DBS (Disclosure and Barring Service) certificate before attending any school placement. I consent to the university sharing my DBS number with my placement school if requested. I will ensure that I have a hard copy of my DBS available.
- 1.2 If there are changes to my DBS status, I must notify my Programme Lead immediately. Failure to disclose could lead to withdrawal from the course. We strongly recommend that you sign up to the DBS update service to avoid this.
- 1.3 I have not previously attended and/or received funding for a course leading to the award of Qualified Teacher Status (QTS) and/or failed to achieve QTS.
- 1.4 I accept the professional nature of the Initial Teacher Education course and agree to abide by the course policies and procedures including those concerning professional behaviour and equal opportunities.
- 1.5 I have considered the impact that the course may have on my personal/financial circumstances and believe that I will be able to complete the course. I understand that any part time employment must not impact my ability to complete my placement. We would strongly recommend not working during school placement.
- 1.6 I need to meet the requirements of Fitness to Teach before starting the course. If there are changes to my health and wellbeing that adversely affect my ability to teach, I will notify my Programme Lead and the wellbeing service at the university. I have read and can comply with the Trainee Teacher Person Specification and the Trainee Teacher Role description (available on Moodle).

2 University-based study

- 2.1 Attendance and excellent punctuality is required every day for the duration of the course.
- 2.2 I will be able to arrive at University before 9.00am and stay to 6.00pm if necessary.
- 2.3 In cases of genuine illness, family crises or unavoidable appointments or interviews I will follow the programme procedures to report/ask permission for an absence.
- 2.4 I may have to provide medical or other certification.
- 2.5 Throughout the course, I will keep my contact details updated with Registry and the Partnership Office.

2.6 I will inform my Programme Lead if my personal circumstances change which may affect my participation and progress on the course.

3 **Social Media:**

I will ensure that while studying and on placement my social media accounts are private and conform to both my school's and [St Marys' social media policy](#).

4 **School placements**

4.1 I will accept the school allocated to me by the University, **which may involve one-way travel in excess of one hour.**

4.2 I accept that partnership schools are located throughout the Greater London area and beyond, and that travel to most placements will require journeys using public transport.

4.3 I accept that all travel arrangements are my own responsibility and that I will have to contribute to the travel costs.

4.4 All school placements are full time. I will be able to arrive at school every day at 8.00am and stay to (at least) 5.30pm as required.

4.5 I will attend parents' consultation meetings/staff training courses/staff meetings/out of school activities as required.

4.6 I can only be absent in cases of genuine illness, family crises, unavoidable appointments or interviews and will provide medical/other certification.

4.7 I will accept the school's code of practice at all placements.

4.8 I have read, understand and agree to the [University Mission Statement and Purpose](#) which make the following explicit: To provide teachers for both religious and secular schools at home and abroad.

4.9 I am aware that if my performance does not meet expectations, I may have to pay a fee (currently £550) for any re-sit of teaching experience to meet the Teachers' Standards.

4.10 I understand that if I chose to withdraw myself from a school experience, or refuse a placement organised by Partnership for me, then I will need to pay for any further resit placements.

4.11 All outstanding academic work must be completed before starting a resit placement.

NB Although we make every effort to, we are unable to guarantee a school placement close to a trainee's address. Those trainees who need support to travel due to a disability, will need to access DSA funding.

I confirm I have read and understood the document above.