

Timing	University Action	School Action
Summer Term	Placement Offers form, Partnership Agreement and <a href="#">Course Calendar</a> sent to Partner Schools requesting offers across the whole year	Professional Mentor returns: - Completed Offers document - Signed Partnership Agreement - School Bank Details (on Letter Headed Paper)
Early Sept	Provisional placement notification sent to partner school based on offers received Note: <i>Trainees will attend the same school for both Serial Days and PP2</i>	N/A
Late Sept As per Course Calendar	<b>SERIAL DAYS (PP1)</b> Final confirmation of trainee(s) sent to school including - Trainee Name(s) - Vetting Check form(s) - <a href="#">Details of Mentor training and resources</a> - <a href="#">Placement Guide</a>  Note: <i>Trainees will attend the same school for both Serial Days and PP2</i>	- Securely save a copy of the Vetting Check form(s) - <a href="#">Professional Mentors and Class Teachers should read placement guides</a> - <a href="#">Provide support throughout placement as per placement guide (available on Partners' Intranet page - Essential Documents)</a>  At the end of the placement Submit Serial Day Placement report
Directly after PP1 – Early December (6 Weeks) As Per Calendar	<b>PP2</b> <a href="#">Send Placement guide</a>  Moderation Tutor will contact school during the Placement  Ensure Professional Mentors and Class Teachers are signed up to Partnership Bulletins  Towards the End of placement raise a Purchase order and invite school to invoice for placement (amount as per offers document)	<a href="#">Provide support throughout placement as per placement guide (available on Partners' Intranet page - Essential Documents)</a> - <a href="#">Undertake Mentor Training</a>  Submit: <a href="#">Collaborative Review Document (as Per deadlines on the Essential Documents Intranet page)</a>  Invoice university for placement payment
Before End of Term	Provisional placement notification sent to partner school based on offers received	If school unable to support planned placement contact University ASAP
Early Spring Term	Final confirmation of trainee(s) sent to school including - Trainee Name(s) - Vetting Check form(s) - <a href="#">Details of Mentor training and resources</a> - <a href="#">Placement Guide</a> - Final AP Form (AP2) from previous placement	- Securely save a copy of the Vetting Check form(s) - <a href="#">Professional Mentors and Class Teachers should read placement guides</a> - <a href="#">Undertake Mentor Training</a>
Mid Jan – Mid March (6 Weeks) As Per Calendar	<b>PP3</b> Moderation Tutor will contact school during the Placement  Ensure Professional Mentors and Class Teachers are signed up to Partnership Bulletins  Towards the End of placement raise a Purchase order and invite school to invoice for placement (amount as per offers document)	<a href="#">Provide support throughout placement as per placement guide (available on Partners' Intranet page - Essential Documents)</a>  Submit: <a href="#">Collaborative Review Document (as Per deadlines on the Essential Documents Intranet page)</a>  Invoice university for placement payment
Late Spring Term	Provisional placement notification sent to partner school based on offers received	If school unable to support provisional placement contact University ASAP
Before Easter Break	Final confirmation of trainee(s) sent to school including - Trainee Name(s) - Vetting Check form(s) - <a href="#">Details of Mentor training and resources</a> - <a href="#">Placement Guide</a> - Final AP Form (AP4) from previous placement	- Securely save a copy of the Vetting Check form(s) - <a href="#">Professional Mentors and Class Teachers should read placement guides</a> - <a href="#">Undertake Mentor Training</a>
Summer Term – End of June (8 Weeks) As Per Course Calendar	<b>PP4</b> Moderation Tutor will contact school during the Placement  Ensure Professional Mentors and Class Teachers are signed up to Partnership Bulletins  Towards the End of placement raise a Purchase order and invite school to invoice for placement (amount as per offers document)	<a href="#">Provide support throughout placement as per placement guide (available on Partners' Intranet page - Essential Documents)</a>  Submit: <a href="#">Collaborative Review Document (as Per deadlines on the Essential Documents Intranet page)</a>  Invoice university for placement payment