

Timing	University Action	Lead School Action
Early Summer Term	Send out the collaborative agreement to all lead schools & relevant Course Calendars (Primary , Secondary)	Return the following: - Signed and dated collaborative agreement - Organisational Letter Head Bank details (as per Schedule 2 of the Collaborative Agreement)
Late Summer Term	Send Final Vetting Check forms to SD Lead Schools for all SDT trainees who are in receipt of an unconditional offer Provided an overview spreadsheet containing trainee information. This file will contain blank cells where the Lead School should provide the following for each Trainee: - Base School Name - Base School URN - Professional Mentor Name and Email address - Subject Mentor Name and Email address (for Secondary only) - Class Teacher Name and Email address (for Primary only) Ensure all PMs/SMs/CTs are signed up to the relevant bulletins	Send Final Vetting Check forms to Alliance Schools who are offering a Base school placement to a trainee Submit the base school information and mentor details via the submission page on the Partners' intranet (The information can be submitted on the template supplied by the university, or in a different format if this is easier for the Lead School, however the return should contain ALL information requested for each trainee)
End of Autumn Term	Send Purchase Order to Lead School to invite an invoice for amount set out in collaborative agreement	Return invoice(s) to cte.finance@warwick.ac.uk
End of Autumn Term	Pay invoices within 30 days of invoice date (as per standard university terms and conditions)	Pay Alliance Schools for placements provided (as per internal agreement and processes)
Before End of Autumn Term	Provided an overview spreadsheet containing trainee information. This file will contain blank cells where the Lead School should provide the following for each Trainee: - Complementary School Name - Complementary School URN - Planned Start date of Complementary placement - Planned End date of Complementary placement - Professional Mentor Name and Email address - Subject Mentor Name and Email address (for Secondary only) - Class Teacher Name and Email address (for Primary only) Ensure all Complementary placement PMs/SMs/CTs are signed up to the relevant bulletins	Send Final Vetting Check forms to Alliance Schools who are offering a complementary placement to a trainee Submit the complementary school information and mentor details via the submission page on the Partners' intranet (The information can be submitted on the template supplied by the university, or in a different format if this is easier for the Lead School, however the return should contain ALL information requested for each trainee)
End of Spring Term	Send Purchase Order to Lead School to invite an invoice for amount set out in collaborative agreement	Return invoice(s) to cte.finance@warwick.ac.uk
End of Spring Term	Pay invoices within 30 days of invoice date (as per standard university terms and conditions)	Pay Alliance Schools for placements provided (as per internal agreement and processes)
End of Summer Term	Send Purchase Order to Lead School to invite an invoice for amount set out in collaborative agreement	Return invoice(s) to cte.finance@warwick.ac.uk
End of Summer Term	Pay invoices within 30 days of invoice date (as per standard university terms and conditions)	Pay Alliance Schools for placements provided (as per internal agreement and processes)