

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)
Early Summer Term	N/A	For each SDS Offer holder Return the following: Completed UoW Vetting Check Form once the DBS/Overseas Checks have come through. More information on the DBS process can be found here
Late Summer Term	<p>Provided an overview spreadsheet containing all SD trainee information. This file will contain blank cells where the Lead School should provide the following for each Trainee:</p> <ul style="list-style-type: none"> - 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) <p>Ensure all PMs/SMs/CTs are signed up to the relevant bulletins</p>	<p>Send Final Vetting Check forms to Alliance Schools who are offering a Base school placement to a trainee</p> <p>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)</p>
End of Autumn Term	Send Invoice to Lead School to request payment of amount set out in collaborative agreement	Pay invoice as per instructions
Before End of Autumn Term	<p>Provided an overview spreadsheet containing all SD trainee information. This file will contain blank cells where the Lead School should provide the following for each Trainee:</p> <ul style="list-style-type: none"> - 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) <p>Ensure all Complementary placement PMs/SMs/CTs are signed up to the relevant bulletins</p>	<p>Send Vetting Check forms to Alliance Schools who are offering a complementary placement to a trainee</p> <p>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)</p>
End of Spring Term	Send Invoice to Lead School to request payment of amount set out in collaborative agreement	Pay invoice as per instructions
End of Summer Term	Send Invoice to Lead School to request payment of amount set out in collaborative agreement	Pay invoice as per instructions