

14 June 2021

Dear School Direct partner,

This email contains important information for you as a Lead School regarding the School Direct programme commencing Autumn 2021, explaining the allocations process, and highlighting some key commitments that we require of our SD partners for the coming year. Please share the key points with schools in your SD alliance.

IMPORTANT NOTES REGARDING CURRENT RECRUITMENT:

- **Primary & Early Years** School Direct recruitment will need to close earlier than usual on **Monday 21st June 2021**. Given strong recruitment we have reached target and will need to close slightly ahead of the time originally anticipated. We apologise for any inconvenience this may cause, but we believe this will help us to ensure a smooth admission of SD offer holders and maintain high quality course administration and delivery for the next cohort.
- DfE advise that there will be no extension this year for offer holders to provide proof (electronic or hardcopy) of their GCSE (or equivalent) and degree (or equivalent) results. This documentation must be verified before the start of the course.
- At this point in the cycle, please do not recommend SKE's of more than 12-16 weeks' duration. If a longer SKE is required the offer holder would likely need to defer.
- Please complete and send any outstanding **School Direct Salaried** vetting check forms to CTE Admissions before the end of this school term.
- The deadline for international applications, where a student visa is required, is **Thursday 1st July**.
- The RBD (Reject by Default) deadline will reduce from 40 days to 20 days on **Thursday 1st July**. Therefore, any late applications will need to be processed quickly.

ALLOCATIONS:

Please provide your estimated recruitment numbers by phase/subject for 2022/23 by **Thursday 1st July** using the webform

here: http://warwick.co1.qualtrics.com/jfe/form/SV_dpbJXsgYok1qMGF

This will enable CTE (where necessary) to moderate any projected subject/phase recruitment targets with you.

NB the only subject numbers that require ratification by the DfE are those for Physical Education. (Please remember that PE with EBacc places can only be requested by providers once they have filled their PE fee-funded places).

The webform also asks you to confirm your Lead School key contacts and their email addresses.

SD COLLABORATIVE AGREEMENT:

Please find attached the proposed collaborative agreement for School Direct ITT recruitment and training activity taking place in 21/22. This document is edited each year to keep it up to date.

No significant changes have been made but we would like to draw your attention to the following:

- Explicit inclusion of the ITT Core Content Framework (CCF) including purposeful integration of local and central training.
- Explicit requirement to notify trainees of the school's staff and pupil behaviour policies, safeguarding policy, DSL contact details and disclosures management and reporting process.
- Requirement to identify key legal and financial information for contracting with us and confirming arrangements via the DFE (schedule 2 part 2.2).
- Provision of named contacts for identified areas of responsibility for each SD Lead School; Finance, Recruitment/HR matters and Coordination of training delivery (Schedule 2 part 2.2).
- Appendix 3 outlining how the University of Warwick confirms that trainee suitability checks have been performed on trainees via the issue of a vetting check.

---Please complete and sign the agreement and return to partnership@warwick.ac.uk before the end of the summer term---

KEY COMMITMENTS FROM SD PARTNER SCHOOLS:

We would like to signpost the following key expectations and commitments from our partners ahead of the coming year:

- All trainees (including School Direct Salaried) should be available to attend the induction/foundation period hosted by the University, the dates for which are shown below:
 - Primary SDS and SDT: Week one - 31st August; 1st September. Week two - 8th, 9th, 10th September 2021.
 - Secondary SDS and SDT: Week one – 31st August; 1st September. Week two – 7th & 10th September 2021.
- An outline plan to be provided to the University's SD course leads for cross-phase Alliance training days (where both Primary and Secondary SD trainees are recruited).
- Responsibilities of the Lead School are outlined in section 6 of the SD partner contract attached.
- Requirement to collaborate with the University regarding complaints (sections 5.13 and 6.14 and 6.27), freedom of information (15 and 6.26) and subject access requests (6.26 and 14.1).

KEY RESPONSIBILITIES OF THE UNIVERSITY OF WARWICK AS THE ITT PROVIDER:

- The responsibilities of the Centre for Teacher Education (and the University of Warwick) are outlined in section 5 of the attached School Direct Collaborative Agreement.

HOW WE EQUIP YOU TO WORK WITH US AS A SCHOOL DIRECT PARTNER:

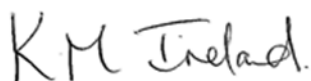
- Our admissions and partnership teams help to 'onboard and support' newer partners and can offer guidance to new staff involved in managing ITT in your schools.
- We host a School Direct partner briefing in the autumn (and in-year as and when required) – the date for 21/22 is **6th October 2021**.
- Each SD Lead School is allocated a dedicated admissions contact in our team to help support and advise on admissions matters.
- Information and guidance can be found on our partners' intranet, including [resources for interview days](#), [copies of communications](#) and the [applicant decision form](#).
- We have reformatted and added information to help our SD partners navigate what they may need to do depending on their role and/or the time of year.

If you have any questions regarding any of the above, please contact partnership@warwick.ac.uk in the first instance. We would welcome your feedback and any requests for further information that you might find helpful.

We look forward to continuing our School Direct partnership with you.

Best wishes

Kate Ireland
Director, CTE



Professor Kate Ireland
Director, Centre for Teacher Education, University of Warwick