



Our REF: CT/JAW

Date: 19<sup>th</sup> March 2020

## **RE: COVID-19 RESPONSE**

Following continued developments and updated guidance from the government and health authorities, I wanted to inform you about the Humber Teaching School's response within these ever changing circumstances.

Currently, the Teaching School will operate as 'normal', we will continue to support local schools and colleagues with all Teaching School related business.

Information will be shared through our website and social media accounts which are accessible at:

Website: [www.humberteachingschool.co.uk](http://www.humberteachingschool.co.uk)

Social media accounts (Twitter, Facebook, Instagram): @HumberTeaching

Please keep checking these forums for updates.

### **What is happening during national school closures?**

The Humber Teaching School will continue to operate as normal during school closures. All work and business related matters will be completed outside of the offices, with HTS colleagues performing 'agile working' (working from home). One of the administrative team, will continue to operate all office administration requests and resolve these in as timely a manner as possible.

### Operating hours

The office hours will be 9.00am – 2.30pm Monday to Friday.

### Contacting HTS by phone

**We would ask that you do not call The Humber Teaching School office.** Please email [office@humberteachingschool.co.uk](mailto:office@humberteachingschool.co.uk) and we will either return your call or update you via email.

### Will meetings go ahead?

Face to face meetings will not take place, however relevant updates will be shared via email to all associated partners for targeted meetings.

# 1. Initial Teacher Training

## INFORMATION, ADVICE AND GUIDANCE FOR SCHOOL DIRECT COLLEAGUES

### Will interviews for training places in 2020-21 still occur?

No, unfortunately due to restrictions imposed on schools nationally, interviews will be postponed with immediate effect. If you have an application that has been or is due to be submitted to the Humber Teaching School, please rest assured that we will process as soon as we are able to (following DfE guidance).

### Will school experience still be performed?

Any prearranged visits or school experience that were due to occur have been cancelled with immediate effect.

### What impact will this have on my training year?

We are closely following the guidance given out both by the Department of Education and the HEI providers to ensure we have a thorough understanding of how potential changes to the training year may impact on the qualification.

### What home learning would you recommend is performed in a period of closure?

Linking in with the guidance and advice given by the Department of Education and the HEI providers, the Humber Teaching School would like all trainee's to be as proactive as possible during this time.

Please see below for a list of activities that you are directed to complete during school closures.

- **Long-term planning reviews, adaptations to schemes of work / learning and evidence of planned lessons** should still be ongoing. This is evidence of good practice and are essential resources during the crucial NQT period. This will be invaluable when preparing to deliver lessons once normal service has resumed.
- **Teaching Standards** – allocate time each day to update and review the evidence that has been put forward towards the achievement of the teaching standards. This will be crucial for accreditation purposes.
- **Subject knowledge development** – take time to reflect and research key themes that have been identified as areas for improvement within your standards review. This may be documented by reference in lesson plans or through use of the 'weekly reflections' document.
- **Assignments** – all trainees are required to complete compulsory assignments which have been outlined by the university, this can be continued during any period of closure. The deadlines for these assignments remain fixed (unless you are independently contacted by the HEI provider), so please ensure that adequate time and effort is given to completing these to the highest possible standard.

- **Proactive planning** – Having had access to mid-term plans and resources all trainees should use any additional time to be proactive in preparing for lessons that will be delivered in phase 3 (when recommenced). Ensure that topics / learning aims are worked towards making best use of the time available, ensuring that plans are up-to-date and of a very high standard.

#### When will I receive updates regarding a return to placement/training?

We will monitor the plans and advice daily and actions may change frequently based on the guidance from the Government alongside local school decisions. We are committed to keeping lines of communication open and supporting you during this time. We can be contacted through the aforementioned channels and will endeavour to answer any enquiries as soon as we can.

## **2. Continuous Professional Development**

All CPD courses will be postponed with immediate effect. Once the Teaching School is fully operational, colleagues will be contacted with regards new course dates.

### **INFORMATION, ADVICE AND GUIDANCE FOR NPQ COLLEAGUES**

Following the COVID-19 announcement on Wednesday 18<sup>th</sup> March, we are working in partnership with the Department for Education in relation to potential impact that this may have on NPQ provision and the next steps that accredited providers must take.

If you have been directly affected by COVID-19 and have been, or are currently in isolation, please email details of your current situation to David Eaton. If you do not have his contact details, please contact the Humber Teaching School for this information.

#### **2019/20 Delegates**

For those colleagues whom have started a programme from March 2019 onwards, the DfE announcement may impact on your ability to fulfil key aspects of your assessment. Please rest assured that as soon as a national agreement has been formed, we will communicate this decision to all delegates.

#### **NPQ face to face sessions**

All face to face session have been postponed with immediate effect. As colleagues will be aware, HTS and LFF always build in sufficient contingency days to enable delegates to fulfil the national criteria. In light of the current situation within the UK Education sector, the dates published will be reviewed.

#### **NPQ Assessment**

As previously stated, in light of current circumstances, projects may be delayed by a term (or longer dependant on your course start date). Once the Teaching School and NPQ is fully operational once more, we shall liaise with each delegate on an individual basis to determine future actions for your final project.

## All other NPQ cohorts

### Assessment submission admin

As discussed previously, The Humber Teaching School will continue to operate as normal during this period of school closure.

### Assessment support

As part of the NPQ programme, you will be aware that delegates can request some support prior to assessment submissions. This is accessed and facilitated through Leading Learning Forward, as NPQ facilitation leaders for the programme. David Eaton (Director of LLF TSA) will still be providing this support and is contactable via his personal email. Please divert all enquiries to this email.

### Submission dates

Submission windows for March and April remain unchanged due to impending school closures. As a result, you should still continue with your submission as planned.

If you have any questions or concerns with regards this, please do not hesitate to contact the Humber Teaching School administration team on [npq@humberteachingschool.co.uk](mailto:npq@humberteachingschool.co.uk)

## **INFORMATION, ADVICE AND GUIDANCE FOR NQT COLLEAGUES**

### Will I still be required to submit my tracker documents?

Yes, the pre-agreed deadlines are still in place for spring term, with colleagues required to submit these electronically to [office@humberteachingschool.co.uk](mailto:office@humberteachingschool.co.uk)

We are working with NTA and taking further guidance with regards the summer tracker submission.

### How will a school closure effect my accreditation?

The length of the induction period should ordinarily be three full terms of the institution in which induction is begun, based on a school year of three terms (i.e the full-time equivalent of one school year). Absences up to and including 29 days are permitted. If absences exceed a total period of 30 days or more, induction is extended by the aggregate total of days absent, allowing NQTs to finish their induction programmes as well as sufficient time to demonstrate satisfactorily meeting the Teachers' Standards.

Currently, the situation continues to be monitored by the Department for Education. Updates and pertinent information will be shared with NQTs through the HTS office email.

### 3. School to school support

#### INFORMATION, ADVICE AND GUIDANCE FOR ESTABLISHMENTS ACCESSING STSS

What will happen with regards pre planned deployments?

All deployments will be ceased with establishments invoiced for payments. Future deployments will be dependent on future national updates, advice and guidance.

I would like to take this opportunity to thank you in advance of your support and understanding on the matters discussed. If you have any questions or queries in relation to this letter, please do not hesitate to get in contact.

Yours sincerely



Justin Wakefield

Director of HTS