



**School of Education
and Lifelong Learning**

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Dear Headteacher,

Primary PGCE Placement Opportunities 2015-16

Our partnership with schools and the experience trainees gain in the classroom are key components in the high quality initial teacher education offered by UEA. We have a strong and valued relationship with over 150 primary schools in Norfolk and Suffolk and are always keen to extend and develop the Partnership to new schools.

Working in partnership with the School of Education and Lifelong Learning at UEA can take a number of forms, including offering placements for Primary PGCE trainees and joining the Primary Partnership Management Committee (PPMC).

We would welcome the opportunity to work in partnership with you in the coming academic year and would very much appreciate it if you were able to offer placements for our Primary PGCE trainee teachers.

Please find enclosed some information on the benefits of working with UEA and how the partnership works. All documents are available on our Primary Partnership Pages: www.uea.ac.uk/education/pgce/school-partnership/primary-partnership.

Placements

During the PGCE all trainee teachers undertake two school placements (*School A* and *School B*) in two consecutive age ranges in either:

- FS (3-5 years) and KS1 (5-7 years) **or**
- KS1 (5-7 years) and Lower KS2 (7-9 years) **or**
- Lower KS2 (7-9 years) and Upper KS2 (9-11 years)

The provisional dates for both placements are shown on the calendar in the information pack.

The first placement (School A) is a paired placement, with two trainee teachers being allocated to one class.

Further details about the responsibilities of schools and UEA can be found in the Partnership Agreement.

Placements for Language Specialists

A number of trainee teachers following the KS2 (7-11 years) pathway will be undertaking a PGCE Languages specialist option. These trainee teachers must have the opportunity to teach their language specialism (French, German or Spanish) during their *School B* placement. If you would be able to accommodate this, then please indicate as such on the Placement Offer form.

How to offer Placements

If you would like to work with UEA in 2015-6 and are able to offer any placements to UEA trainees, please return the completed Placement Offer Form. You may either complete the copy enclosed in the pack or complete the electronic version on our partnership pages: www.uea.ac.uk/education/pgce/school-partnership/primary-partnership.

We know that things may change in your school between now and September, so any offers will be viewed as provisional. We will contact you again to confirm any offers at the end of the summer term before we make any allocations.

If you have any queries or would like to discuss partnership working and placement opportunities with us, please feel free to contact our Placements Administrator, Jo Donnelly at py.placements@uea.ac.uk or 01603 591555 in the first instance.

If you are unable to offer a placement this year we would be grateful if you could still return the Placement Offer Form as it will help us to understand some of the reasons why schools are unable to work in partnership with us in this way.

Yours faithfully



Deirdre Medler
Primary PGCE Partnership Tutor on behalf of the School Partnership team