|  |  |
| --- | --- |
|  | GRADUATE SCHOOL OF EDUCATION**Introductory Email to Trainee** |
| *Dear**I hope you are settling well into school. I am writing to you to introduce myself as your [UVT and/or Personal Tutor (PT) - this will depend on your role. Almost all of you have this combined role] during your training year.**My role as UVT will involve:** *visiting you in school once each term*
* *discussing your IDP with you*
* *liaising with school based staff*
* *formally commenting on pupils' learning during an observed lesson My role as Personal Tutor will involve:*
* *monitoring your overall progress during your training*
* *providing specialist subject and/or phase support for academic work, including a tutorial element within school visits*
* *facilitating any pastoral support as required*

*Please see the School Direct programme handbook for a more detailed summary of the role of UVT and Personal Tutor. I will be making contact in the next week or so, and I hope to see you at the Induction day on [induction day date]. In the meantime a copy of the School Direct (Distance Learning) Programme Handbook and all other relevant documentation is available at:*[*http://socialsciences.exeter.ac.uk/education/partnership/handbooksreportsanddocuments/schooldirect*](http://socialsciences.exeter.ac.uk/education/partnership/handbooksreportsanddocuments/schooldirect)*I [a colleague if you’re only the Personal Tutor!] will be contacting your school in the next few weeks to arrange the first UVT visit. In the meantime, please get in touch if you have any questions.* |