|  |  |
| --- | --- |
|  | 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.* | |