

3 November 2023

Dear Colleagues,

I hope you all had a lovely break and did some of the things you wanted to do. I need to start with an apology as I haven't written a newsletter yet this term. Very remiss of me, but where has the time gone!

I have been in touch with many of you for various reasons and managed to get into quite a few schools. I am always happy to be invited into schools and as you know I undertake quality assurance visits throughout the year. It was lovely to see many colleagues on the induction tutor training sessions on Zoom earlier in the term.

I would like to give a warm welcome to colleagues and schools that have joined Unity Teaching School Hub Appropriate Body for the first time. I would also like to say welcome back to all colleagues who joined us last year, and to colleagues who have transferred from Suffolk Appropriate Body.

The first **Breakfast Briefing** of the academic year is on **Tuesday 14 November, 8:00 – 8:15am** with the opportunity to ask questions afterwards.

There is no need to book, please use this Zoom link to join:  
<https://us06web.zoom.us/j/81576878505?pwd=WbbqWFrNBjU1NOYo1xxtouxjCbkilx.1>

The Breakfast Briefing is a very short and informal session to provide updates and remind colleagues what will be happening during the rest of the half-term. Colleagues find it useful; I appreciate your time and commitment and the opportunity to stay in touch.

## Breakfast Briefing Agenda – 14/11/2023

- Standing Item – statutory induction this half term
  - Progress Reviews
  - Assessment Reports (AP1 & Final)
- DfE expectation - changes to Progress Reviews & Assessment Reports
  - Development targets added.
  - What is sufficient detail?
- New statutory guidance and Appropriate Body guidance
- Part-time ECTs - possibility of completing in two academic years.
- Keeping in touch surveys

I will remain on the call after 8:15 for any questions, I am happy to receive these in advance.

## Breakfast briefings for academic year 2023 - 2024

14 November 2023  
16 January 2024  
5 March 2024  
2 April 2024  
11 June 2024

## Induction tutor training

An extra IT training session is now available for colleagues to book in Courses on ECT Manager, thank you to those who have already booked, at least I know I won't be talking to myself! Please come along if you have not attended training in the past two years, have joined the Appropriate Body recently and not attended training, or if you would like a refresh.

The joining link will be sent to all colleagues who are registered to attend. This is likely to be sent on Tuesday. As always, the session will be at 3:45pm on Zoom. I expect this to finish by 5:00pm, sometimes we manage to finish earlier.

## New statutory guidance

This came into force on 1 September 2023. Page 7 has a 'What's new' section. It is incumbent on induction tutors and headteachers to have familiarity with the statutory guidance to ensure your school abides by it. The Appropriate Body is there to support you, please ensure you contact us if you have any concerns.

One of the significant changes is the expectation that ECT and mentor sessions are timetabled during teaching hours if at all possible. This is something to consider when schools make the decision to employ ECTs.

Another change to note is the expectation that schools complete an interim report whenever an ECT leaves the school. If it is not completed before the ECT leaves the school it must be completed afterwards, including if the ECT was on sick-leave and didn't return to the school. The school must provide a copy of the interim report for the ECT.

When writing assessment reports, including interim reports, remember that statutory induction is predicated on an ECT demonstrating 'their ability to meet the Teachers' Standards consistently over a sustained period in their practice', statutory guidance para 1.9. To demonstrate they are meeting Standards the assessment reports need to reflect evidence of the impact the ECT's teaching is having on pupil outcomes. This is not just about attainment; the Teachers' Standards are much wider than that. There is a short recording in resources on ECT Manager about including impact.

Within the next day or two there will be a recording available in resources demonstrating how to upload documents to ECT Manager. Several colleagues have asked for this, I hope you find it useful. Would any other video resources be useful?

I hope everyone has a good term.  
Please don't hesitate to contact me should you have any questions.

Kind regards,

Celia



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