

# The University of Roehampton Initial Teacher Education (ITE)

*Fostering a love of learning since 1841*



Respectful

Reflective

Resilient

Resourceful

## **PGCE Secondary**

**Induction Programme and general information**

**University Led, Lead Partner, Apprentices  
and SCITT students**

**Academic Year: 2024-25**



# School of Education Values and Ambition



**We value a Froebelian approach to teacher education with whole child development at the core of our philosophy.**

**Respectful:** We respect each other and build positive relationships with our pupils and colleagues. We celebrate diversity and create an inclusive community.

**Reflective:** We reflect on our practice, connecting academic literature, research, and school experience. We strive to continually improve our pedagogy.

**Resilient:** We support each other and seek to grow from our challenges. We strive to realise our potential and to thrive together.

**Resourceful:** We work hard, and we are creative, imaginative, and curious. We keep learning.

## **Our Ambition is to:**

**Prepare our students for their early career induction;** to inspire them to continue to learn and develop professionally.

**Develop subject specific pedagogical content knowledge** and an understanding of the what, how and why of teaching in different contexts; meeting the CCF and going beyond it.

**Create research-informed curricula** that meet the diverse needs of pupils in our partner schools.

**Build a network of experts** to mentor and support our students in our partner schools.

**Assure quality** using meticulous processes that support the highest possible standards.

## **Wednesday 6<sup>th</sup> of September 2023 Induction – Digby Chapel**

**9.00am** - Meet and greet at Grove House Ambassadors to take you to Subject Tutors

**9.30am** - Subject sessions with Tutors

**11.20am** - Uni-Led/Lead Partner and Apprentices Induction Session in Digby Chapel

**12.30 – 1.30pm - lunch**

**1.30pm** - SCITT Induction Session in Digby Chapel

**1.30pm** - Uni-Led/Lead Partner and Apprentices with Subject Tutors

**2.30pm** - SCITT students meet with subject tutors

**2.30pm** - Uni-Led/Lead Partners and Apprentices - campus tours from Grove House

**3.30pm** - SCITT students go on campus tours meet at Grove House

## **Introduction to PGCE Secondary Programme**

- Matt Sossick - Deputy Dean & Head of ITE
- Ruth Seabrook - Head of Secondary ITE
- Sonia Cordones - Programme Leader

## **Introduction to Professional Studies**

- Steve Abrams Head of Professional Studies

## **Introduction to University Student Support:**

- School Placements Office team
- Lynda Chinaka/Rosanna - Student support and Wellbeing team
- Library Team
- Ginny Jordan-Arthur Chaplaincy
- President of the Students Union



Lulham (Lu)

Froebel College

Gilroy (Gi)

Digby Chapel (DC)

Grove House (GH) incl. Portrait Room (GH005)

Accommodation

- ◆ Aldersgate Court
- ◆ Edworth Court
- ◆ Wesley Court
- ◆ Bede House
- ◆ Elm Grove Hall
- ◆ Lee House
- ◆ Newman House
- ◆ Shaw House
- ◆ Aspen House
- ◆ Chadwick Hall
- ◆ Lawrence
- ◆ Linden House
- ◆ New, Old, and Garden Court
- ◆ Willow House

Academic Buildings

- ◆ S1 Queen's Building - QB
- ◆ D1 Duchesne - DU
- ◆ D2 Hirst - HI
- ◆ D3 Fincham - FI
- ◆ D4 Harvey - HA
- ◆ D5 Jubilee - JU
- ◆ D6 Howard - HO
- ◆ S1 Michaelis - MI
- ◆ S2 Davies - DA
- ◆ S3 Brearley - BY
- ◆ S4 Lulham - LU
- ◆ Education
- ◆ Cedar - CE
- ◆ Grove House - GH
- ◆ Portrait Room
- ◆ Jebb Auditorium

Student services

- 8 Campus Services and Security
- Student Mail Room
- 9 Elm Grove
- Welcome and Support Centre
- Unitemps
- Careers Centre
- Erasmus House
- 10 The Base - Chaplaincy Social Area
- 11 Santander Bank and ATM
- 12 Library
- 13 Medical Centre
- 14 Multi-Use Games Area (MUGA)
- 15 ROActive Gym
- 16 Students' Union
- 17 Richardson
- Disability and Dyslexia Services
- Wellbeing and Counselling Services
- Student Funding
- Sport Roehampton

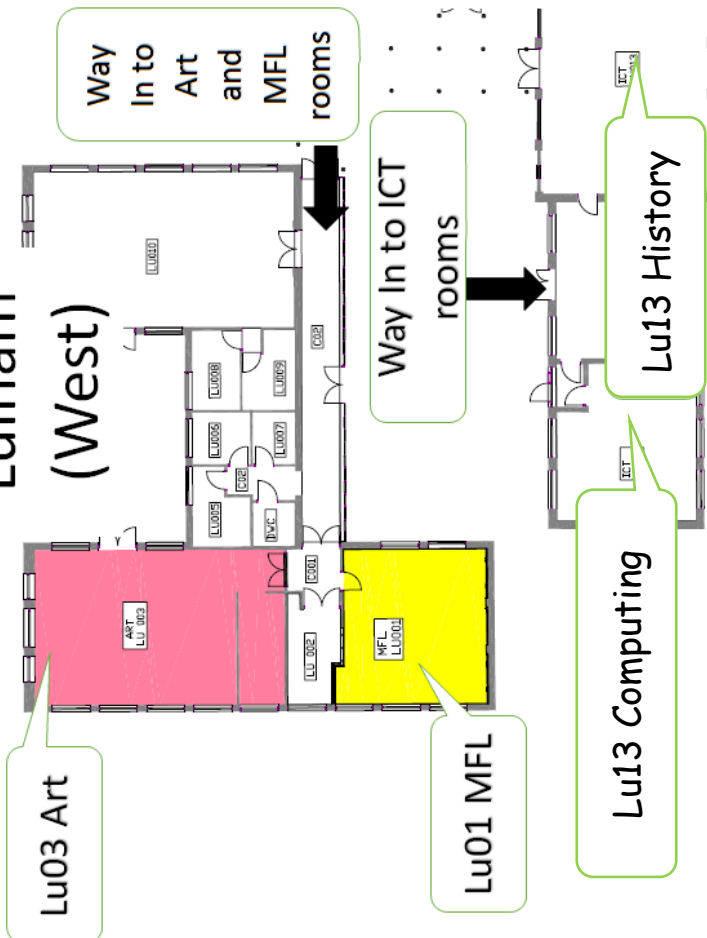
Places of Worship and Prayer Rooms

- 1 Southlands Chapel
- 2 Southlands Muslim Prayer Room
- 3 Digby Chapel
- Thomas Chapel
- Sacred Heart Chapel
- 4 Old Court Prayer Room - Sisters Prayer Room
- 5 Medical Centre Annex - Brothers Prayer Room

Cafes and Shops

- ☒ The Union Bar
- ☒ Café
- ☒ SHOP on Digby Square
- 111 The Reef
- 112 The Digby Den and Diner
- 113 The Hive Café
- 114 Froebel Diner

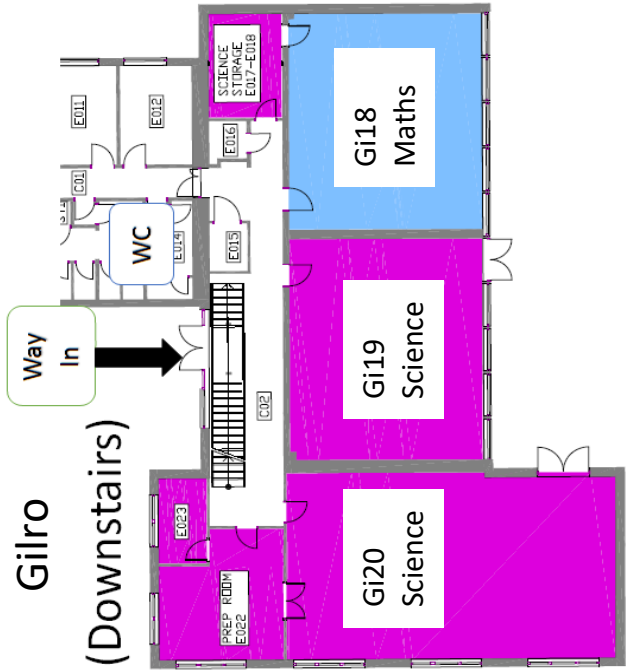
# Lulham (West)



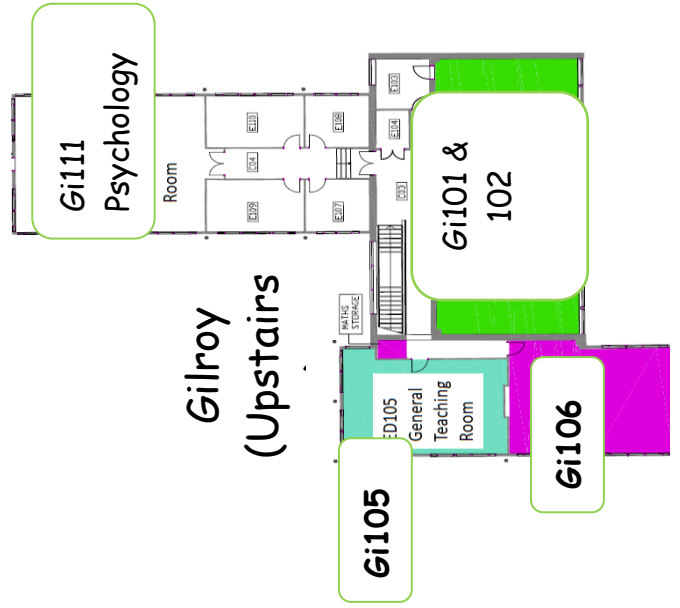
# Lulham (Main)



# Gilro (Downstairs)



# Gilroy (Upstairs)



## **Subject session rooms: Meet your tutors here Wednesday 7th September**

KEY: Lulham - Lu, Gilroy - Gi

<b>Art &amp; Design</b>	- Lu03	Tutor - Rob Watts
<b>Business Studies with Econ.</b>	- Lu33	Tutor - Rob Buck
<b>Computing</b>	- Lu11	Tutor - Miles Berry
<b>Dance</b>	- Lu18/lu10	Tutor - Kelly McClelland
<b>Design and Technology</b>	- BY01	Tutor - Catherine Stoner
<b>Drama</b>	- Jebb	Tutor - Beccy Thompson
<b>English</b>	- Lu25	Tutor - Mari Cruice
<b>Geography</b>	- Lu15	Tutor - Rachael Butcher
<b>History</b>	- Lu13	Tutor - Ali Messer
<b>Mathematics</b>	- Gi18	Tutor - Nick Langford
<b>MFL</b>	- Lu01	Tutors - Sonia Cordones and Nick Power
<b>Music</b>	- Lu28	Tutor - Kate Potts-Lovegrove
<b>PE</b>	- Davies 03	Tutor - Lorraine Robins-Kent
<b>Psychology</b>	- Gi111	Tutor - Alex Knight
<b>RE</b>	- Lu26	Tutor - Simon Hughes
<b>Science</b>	- Gi19 & 20	Tutors - Steve Abrams and Nicklas Lindstrom
<b>Social Sciences</b>	- Lu27	Tutor - Nada Alsoodany

If you have problems finding the room on the day, please ask someone! Contact details for the tutors on the next page.

**Professional Studies rooms and hub school bases will be confirmed in September at induction.**

### **Thursday the 5th of SEPTEMBER 2024 – 9.30am Digby Chapel**

All rooms can be found using the campus map. We are based mainly in Froebel college.

You will have directed tasks to do on some days, either Professional Studies or Subject studies (see below for Sept calendar) and you will be told about these in subject or PS sessions.

**Contact details for PS tutors and the Secondary team:**

<b>Name</b>	<b>Role</b>	<b>Email</b>
Ruth Seabrook	Head of Secondary ITE	ruth.seabrook@roehampton.ac.uk
Sonia Cordones	Programme Leader & MFL	sonia.cordones@roehampton.ac.uk
Steve Abrams	Head of Professional Studies & Biology	steve.abrams@roehampton.ac.uk
Robert Watts	Art and Design	r.watts@roehampton.ac.uk
Rob Buck	Business Studies with Economics	rob.buck@roehampton.ac.uk
Nicklas Lindstrom	Chem/Physics & PS	nicklas.lindstrom@roehampton.ac.uk
Miles Berry	Computing & PS	m.berry@roehampton.ac.uk
Kelly McClelland	Dance	Kelly.McClelland@roehampton.ac.uk
Catherine Stoner	D&T & PS	catherine.stoner@roehampton.ac.uk
Debbie Smith	Additional tutor	Debra.smith@roehampton.ac.uk
Rebecca Thompson	Drama & PS	rebecca.thompson@roehampton.ac.uk
Mari Cruice	English & PS	mari.cruice@roehampton.ac.uk
Rachael Butcher	Geo/PE & PS	rachael.butcher@roehampton.ac.uk
Alison Messer	History & PS	a.messer@roehampton.ac.uk
Nick Langford	Mathematics & PS	n.langford@roehampton.ac.uk
Nick Power	MFL & Additional tutor	nicholas.power@roehampton.ac.uk
Kate Potts-Lovegrove	Music	kate.potts-lovegrove@roehampton.ac.uk
Lorraine Robins- Kent	PE	lorraine.robins-kent@roehampton.ac.uk
Alex Knight	Psychology	alex.knight@roehampton.ac.uk
Simon Hughes	RE	simon.hughes@roehampton.ac.uk
Nada Alsoodany	Social Sciences	nada.alsoodany@roehampton.ac.uk

Calendar for September 2024

SEPT	Subject / Professional Studies	Uni Led	Apprentices	Lead Partner	SCITT	Hand in
Mon 2nd	STAFF CPD	Subject Directed	APP IN SCHOOL	LP IN SCHOOL		
Tues 3rd			APP IN SCHOOL	LP IN SCHOOL		New Mentor training via Teams
Wed 4th	INDUCTION 9.30 / SUBJECT 1				INDUCTION 1.30	
Thurs 5th	PS UR - Philosophy of Education / Adolescent Development					Refresher Mentor training via Teams
Fri 6th		PS Directed task	APP IN SCHOOL / PS Directed task	LP IN SCHOOL / PS Directed task		
Sat 7th						
Sun 8th						
Mon 9th		Abyasa training in UR	Abyasa Training in UR	Abyasa Training in UR		Abyasa Training for SD and Apprentices in UR
Tues 10th			APP IN SCHOOL	LP IN SCHOOL		New Mentor training via Teams
Wed 11th	SUBJECT 2					
Thurs 12th	PS UR- Behaviour for Learning / Wellbeing					Refresher Mentor training via Teams
Fri 13th			APP IN SCHOOL / PS Directed Task	LP IN SCHOOL / PS Directed task		
Sat 14th						
Sun 15th						
Mon 16th		UNI-LED in PRIMARY	APP IN PRIMARY SCHOOL	LP IN PRIMARY SCHOOL		
Tues 17th		UNI-LED in PRIMARY	APP IN PRIMARY SCHOOL	LP IN PRIMARY SCHOOL		New Mentor training via Teams
Wed 18th	SUBJECT 3				SCITT MOD 1 SESS 1	Teacher Union Fair
Thurs 19th	PS UR AM - RACE in Education PM - Resilience / Classroom Presence / Paperwork					Refresher Mentor training via Teams
Fri 20th		UNI-LED - INDUCTION IN SCHOOL	APP IN SCHOOL / Subject Directed task	LP IN SCHOOL / Subject Directed tasks		SD and Apprentices Prof Task Placement A on Abyasa
Sat 21st						
Sun 22nd						
Mon 23rd		UNI-LED IN SCHOOL	APP IN SCHOOL	LP IN SCHOOL		Abyasa training for all Uni-Led students in groups in UR
Tues 24th		UNI-LED IN SCHOOL	APP IN SCHOOL	LP IN SCHOOL		New Mentor training via Teams
Wed 25th	SUBJECT 4					
Thurs 26th		UNI-LED IN SCHOOL	APP IN SCHOOL	LP IN SCHOOL		Refresher Mentor training via Teams
Fri 27th		UNI-LED IN SCHOOL	APP IN SCHOOL	LP IN SCHOOL		
Sat 28th						
Sun 29th						
Mon 30th		INTENSIVE PRACTICE at UR	INTENSIVE PRACTICE at UR	INTENSIVE PRACTICE at UR		ITaP week



## Student Support

**PGCE Secondary Programme FAQ.** All students will have received some information about the services available at the University. However, the following additional information may be of value.

**Disclosure and Barring Service DBS checks must be completed.** Students do not need to have completed the University registration process to do this. SD students will have sorted the DBS with the school. This is an essential part of fully enrolling onto the course and attending placements. Please contact [dbs@roehampton.ac.uk](mailto:dbs@roehampton.ac.uk) or Tel: 020 8392 3314 for all DBS queries.

*It is vital that your DBS procedure is completed before you start School Experience, otherwise the school will not allow you to start your placement.*

**Admissions:** If students have documents to show admissions to meet conditions, please do either bring them into university and meet with admissions or post them in registered post. Admissions will then post documents back to you by registered post.

**University Registration:** What if students have not registered or started the process? You must enrol on-line.

### Library Services:

Find out about Library services and support via this link:

<https://library.roehampton.ac.uk/postgraduate>

**Finance:** The Finance Department can be contacted by e-mail:

- **Student Finance** queries : [studentfinance@roehampton.ac.uk](mailto:studentfinance@roehampton.ac.uk)
- **Credit Control** queries : [credit.control@roehampton.ac.uk](mailto:credit.control@roehampton.ac.uk)
- **General** queries : [incometeam@roehampton.ac.uk](mailto:incometeam@roehampton.ac.uk)

Or students may speak to the Income team on: Tel: +44 (0) 20 8392 3090

### Teacher Training Bursary:

Once students have completed registration the university applies for the bursary automatically if the subject has one – students do not need to do anything. **PLEASE NOTE:** Subject to their receipt and the completion of on-line registration, the first payment of the training bursary is usually made into students' bank account in October (after you have enrolled and to allow for a change of mind) and thereafter on the 5<sup>th</sup> working day of the month.

## Teacher Registration Numbers (TRN):

At some point towards the end of the Autumn term, you will receive an email from the Teacher Reference Agency (TRA) with your Teacher Reference Number (TRN). The email will come from:

Teaching Regulation Agency [teaching.regulation.agency@notifications.service.gov.uk](mailto:teaching.regulation.agency@notifications.service.gov.uk)

The email will look like this:



Dear Name,

### ***Your TRN***

Teacher reference number (TRN): XXXXXXX

We suggest you keep this email for future reference.

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## ***What a TRN is for***

You need to know your TRN to:

- view your record with the Teaching Regulation Agency (TRA), check your record is accurate and download professional certificates in the Teacher self service portal <https://teacherservices.education.gov.uk/SelfService/Login>
- give to employers so they can complete mandatory teacher status checks
- manage records of your contributions to the Teachers' Pensions scheme
- give to the Department for Education (DfE) when you have been awarded QTS so you can begin your early career teacher induction and access your early career framework induction training programme

It is **VERY** Important that you add these two email addresses to your safe sender list or regularly check your email 'junk and other' folders to ensure you don't miss it. We cannot help you with this at all. So please do follow our guidance here.

You will then receive a later email:



To Name

Recently, we emailed you with your unique teacher reference number (TRN). This number holds the official record of your teaching career.

### ***Update your details online***

<https://www.gov.uk/guidance/teacher-self-service-portal>

Use your TRN to update your email address to a preferred one at teacher self-service.

This is so you do not lose access to your record when you finish training. You can check and amend your teacher record at teacher self-service at any time.

We recommend using a private computer and, where circumstances allow, avoiding the use of a public shared computer, when logging in to teacher self-service.

### ***Your teacher reference number***

You will need your TRN to access teacher self-service. This is where you can see and manage the official record of your teaching career. You can also check that your personal details, including your name, are accurate.

Find out why your TRN matters: <https://www.gov.uk/guidance/teacher-reference-number-trn>

Reminder: Keep your TRN confidential. Read the teacher self-service privacy notice to learn how we use your data and understand your data protection rights:

<https://teacherservices.education.gov.uk/Resources/Guidance/SelfServiceDataSharingGuidance.pdf>

We will email you when you have qualified teacher status (QTS).

Teaching Regulation Agency

Find out more about us: <https://www.gov.uk/government/organisations/teaching-regulation-agency/about>

Further Student support:

The **NEST** (found in the library foyer) is the students place for all support at Roehampton it can be located online at:

[Nest - Supporting you with University Life \(sharepoint.com\)](#)

**Open:** Monday to Friday, 8am-7pm and Saturday and Sunday 10-4pm

**Telephone:** 020 8392 3100

**Email:** [nest@roehampton.ac.uk](mailto:nest@roehampton.ac.uk)

They will throughout the academic year be able to assist you with any *Admissions, Registration, Finance and Funding support, Accommodation and Medical or Disability* issues.

Staff in the Nest will also be able to provide you with *Council Tax Exemption Certificates, status letters/proof of course attendance and approval for Oyster Travel Card applications.*

### **Health and wellbeing advice and counselling:**

For any support regarding Health and Wellbeing please contact the Nest for Student Support.

If you are experiencing emotional difficulties you may also contact the Health and Wellbeing team on:

[HealthandWellbeing@roehampton.ac.uk](mailto:HealthandWellbeing@roehampton.ac.uk) or contact your wellbeing officer on

[SWOfroebel@roehampton.ac.uk](mailto:SWOfroebel@roehampton.ac.uk)

Our Wellbeing team runs a drop-in service during term time, Monday to Friday from 1-3pm. You can book a slot <https://bit.ly/ruwellbeingdropin> and get a quick 10 minute video/phone call/face to face with a SWO (Student Wellbeing Officer). Wellbeing is based in the Richardson Building on Digby Campus. (Marked as 17 on the campus map)

In a medical emergency you should contact the Student Medical Centre, which is located in Old Court, Froebel College (020 8392 3679) or call **(020 8392 3333) for Security (3333 from an internal phone)**

Further support can be found here: [Student-Support](#)

disability and dyslexia support: <https://www.roehampton.ac.uk/disability-services/>

### **Where can I eat and drink?**

There are dining rooms and cafeterias in all of the four colleges: Froebel, Digby Stuart, Southlands and Whitelands. The main Student Union Bar is located in Froebel. There are other bars in Southlands and Whitelands.

OPEN during INDUCTION: We recommend that you consider bringing your own refreshments to avoid queues on the 6<sup>th</sup> of September. Please see below the link to online information about the food outlets on campus.

[Student Life: Cafés, bars and social spaces | University of Roehampton, London](#)

### **Where can I park my car/bike?**

There is **free** student parking on campus currently but only a **very small amount** and it is on a first come first served basis. Do not plan to park on campus unless you are very early to arrive (before 8am) you must also have registered for the space on arrival with security before parking, so you are not clamped. **Permits are available for students who have mobility issues.** See below link for more information.

<https://www.roehampton.ac.uk/prospective-students/commuting-students/car-parking-fags/>

**Bike racks** are located in the main carpark near the Davis Building, out the front of Grove House and near the back of Monte Diner. They must be securely locked up. Motorcycles must also be locked.

**Commuting students:** Please see below link for assistance for commuting students on campus

<https://www.roehampton.ac.uk/prospective-students/commuting-students/>

**Bus Service:** There is a **free** bus service that runs between Campus and Barnes station and Wimbledon station – you need your ID card to get on the bus. Timetable on below link (to be updated for 2023):

<https://www.roehampton.ac.uk/globalassets/documents/campus/roehampton-bus-timetable-october-2021.pdf>

### **Where is the Library and what are its opening hours?**

The Library is located on the Digby campus. If you have general questions about how to use the library you can talk to our Library Advisers at the **Nest** or ask one of our roving staff for help during [library core hours](#). You can also get in touch by live chat, email or phone.

We also have online self-help Library skills resources to help you become independent users of the library's print and electronic collections. You can use these any time anywhere. Just go to the [Library Homepage](#). You will find lots of information about our other services there too, e.g. Click and Collect, Inter-Library Loans. Support sessions and videos to help with all aspects of the library.

### **Where can students get photocopies?**

Photocopying machines are available in the Library. You will need your University ID card to use them.

### **Are there Cash Points?**

Not on campus. Only cards are accepted at the food outlets.

### **How students claim travel expenses during school experience or to Professional Studies Hubs. (University recruited students only not SD)**

School Experience Travel Claim forms will be available on the Programme Moodle hub site.

**Where students can go for further help and information once I am enrolled.**

Information is available on the Secondary [Moodle](#) Hub site.

For general University queries (i.e. IT, Finance, Student Welfare, Dyslexia and Disability support) please check the [Student portal](#) and via the **NEST** for further information.

For academic or personal issues your first point of contact should be your Subject Tutor (who is also usually your Personal Tutor).

If students or mentors have a query about Abyasa, they can contact the School Partnership Office (SPO) in the Lower Lawrence Building, Froebel College, or via:

[Secondarypartnerships@roehampton.ac.uk](mailto:Secondarypartnerships@roehampton.ac.uk)