



School of Education

Stephanie Laird
Primary PGCE Programme Leader

University of Roehampton
Froebel College
Roehampton Lane
London SW15 5PJ

Tel +44 (0)20 8392 3076
s.laird@roehampton.ac.uk

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Dear Head Teacher,

Re: Observation School Experience

University of Roehampton PGCE Primary student teachers (2025-2026) are required to complete an observation school experience in the first term of their course and would be grateful if you were able to accommodate them in your school.

This experience is to run from **Monday 15th September to Friday 19th September** inclusive. They will already have attended two full weeks of the PGCE taught programme so this will provide them with the opportunity to see initial theory they have learnt, about classroom practice, in action.

During this time, which is not supervised by the University, we ask that students have the opportunity to work alongside your teaching team, observing and assisting with the activities they are involved in. Guidelines for the independent tasks that students are required to undertake are set out in a booklet, which they will bring with them to school, but this will not provide any additional work for teaching staff.

We recommend that students gain experience of working with one class of children, but it is also valuable for them to observe in other classes if possible.

On completion of the observation period, we would be appreciative if you could confirm the student's attendance and comment on their personal and professional conduct during their time with you (on the form overleaf).

Thank you for your participation and support. If you have any queries or comments, please do not hesitate to contact me.

Yours faithfully,

A handwritten signature in black ink, appearing to read 's.laird', written over a light blue rectangular background.

Stephanie Laird
Primary PGCE Programme Leader



**University of Roehampton, PGCE Primary Observation School Experience
Confirmation of Attendance Form**

Name of student.....

I confirm this student has spent.....days fromto.....

Name and address of school.....

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Signed

Position in School.....

Email/Telephone Contact details.....

***Student teacher - please return to Group Tutor on return to university**

University of Roehampton, PGCE Primary Observation School Experience

Comments on TEACHERS' STANDARDS PART TWO: PERSONAL AND PROFESSIONAL CONDUCT

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- *treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position*
- *having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions*
- *showing tolerance of and respect for the rights of others*
- *not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs*
- *ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.*

Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.

Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

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Signed by.....

Position in School (if different to above).....

Email/Telephone Contact details (if different to above).....