



**SECONDARY PGCE**  
Gateshead 1/2  
Term

**2019/20 COURSE OUTLINE**

	02-Sep	09-Sep	16-Sep	23-Sep	30-Sep	07-Oct	14-Oct	21-Oct	28-Oct	04-Nov	11-Nov	18-Nov	25-Nov	02-Dec	09-Dec	16-Dec		
Mon	Core-trainees Primary Experience. School Direct-trainees in Lead School.	9am KGVI Building							SMALL Gp. PROGRESS TUTORIAL									
Tues																		
Wed																		
Thurs		*																
Fri		* M1 Overview	M1 Launch	*			*	*M1 Review		B4L^		SEND^	*		* M1~ (Sunday)	*		M2 Launch - METACOGNITION Conf.
<b>Week:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>		

  

	23-Dec	30-Dec	06-Jan	13-Jan	20-Jan	27-Jan	03-Feb	10-Feb	17-Feb	24-Feb	02-Mar	09-Mar	16-Mar	23-Mar	30-Mar	06-Apr			
Mon	XMAS HOLS		Progress Tutorials						SMALL Gp. PROGRESS TUTORIALS										
Tues			Progress Tutorials																
Wed			PT/Well-B																
Thurs			DIVERSITY, INCLUSION & VALUES							M2~ PRESENTATIONS	M2~ (Sunday)								
Fri			*M2 + RLS Planning	*	*			M2 PREP		M3 LAUNCH					M3				
<b>Week:</b>			<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

SD+ Uni Subject Days:  
Friday 13th Sept  
Friday 18th Oct  
Friday 17th Jan

Placement 1, Final week: School: Last opportunity for Report-writing meeting with School-based Subject Mentor. Marking & class handover. Involvement in school festivities.

	13-Apr	20-Apr	27-Apr	04-May	11-May	18-May	25-May	01-Jun	08-Jun	
Mon	B/H						B/H	FINAL 1:1 PROGRESS TUTORIALS & IN-SCHOOL HANDOVER ETC.	MENTAL HEALTH CONFERENCE Uni- Sessions / NQT Indcn. EE interviews. Subject & Subject Teachmeet. NQTs Teachmeet + Celebration	
Tues	1:1 PROGRESS TUTORIALS									
Wed										
Thurs										
Fri			M3~		B/H		Last day of teaching**			
<b>Week:</b>	<b>31</b>	<b>32</b>	<b>33</b>	<b>34</b>	<b>35</b>	<b>36</b>	<b>37</b>	<b>38</b>	<b>39</b>	

Key:		Days:
Primary experience for Core / Lead school for SD		5
School based training & preparation.		43
All green days are University-based teacher training days. Attendance is compulsory at all sessions.		36
EE - External Examiner Uni visit. Random sample of students will be interviewed as part of our quality control process.		
Placement teaching	Placement Handover - Teaching only if required.	85
EE - External Examiner school visits. Sample of students' lessons will be observed.		
School Holidays. Independent Study unless otherwise indicated (e.g. 1:1 and small-group Progress Tutorials)		36
*Subject based days	^ Conference/wkshops	~ Module Hand-in deadline
3 Module related session      ** Unless extension of teaching is required for purposes of meeting the Teachers' Standards.		

There are three university modules (M1/M2/M3) which count for 20 credits each:

<p><b>M1:</b> Subject Pedagogy In Practice E-Deadline: Sunday 1st December 12pm.  Paper Deadline: No paper copy submitted.</p>	<p><b>M2:</b> Developing Critical Perspectives Online test Deadline: Sunday 5th January 10pm Presentation assessment: Thursday 13th February E-Deadline: Sunday 23rd Feb 4:30pm. Paper Deadline: No paper copy submitted.</p>	<p><b>M3:</b> Curriculum Development Through Enquiry In Practice E-Deadline: Friday 24th April 5pm.  Paper Deadline: No paper copy submitted.</p>
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# Secondary PGCE

## 2019-20 Essential dates for Professional Tutors, Subject Mentors & Trainees



Date	Time	PROFESSIONAL TUTORS	SUBJECT MENTORS	TRAINEES
<b>TERM 1</b>				
Thurs 12th Sept	4:30-5:30/6:00	Non School Direct PGCE students and school colleague/s attend introduction meeting event at Newcastle University - Venue & Rooms TBC		
Mon 16th Sept	<b>First (Short/Diagnostic) Placement Begins: Student Teachers in school Monday to Thursday and undertake range of observations and preparatory tasks.</b>			
Mon 23rd Sept	4:30-6:00	PGCE Partnership Committee Members meeting - All Placement Schools welcome, please confirm attendance: secpgce@ncl.ac.uk	Please confirm your role as Subject Mentor and the name of your trainee by emailing secpgce@ncl.ac.uk with this info so that you can be set up on the reporting system.	
Tues 1st Oct	4:30-6:00	Professional Tutor/ Mentor training/update session. Same session repeated below, please choose only one session. Newcastle University - Location / Room TBC.		
Wed 2nd Oct	4:30-6:00	Professional Tutor/ Mentor training/update session. Same session repeated above please choose only one session. ONLINE Adobe Connect Session - details/URL will be emailed in due course.		
Wed 16th Oct	<b>ESSENTIAL:</b>	Teaching Placement Timetable finalised and sent to uni Progress Tutor/Subject Lead. Please ensure student teacher uses the university timetable pro-forma to submit this copy.		
Thurs 24th Oct	<b>COMPLETE &amp; SUBMIT:</b>	Personal and Professional Conduct Report to be completed online: <a href="https://placements.ncl.ac.uk">https://placements.ncl.ac.uk</a>		
Mon 28th Oct* / 4th Nov (*Gateshead)	<b>First Placement Teaching officially starts the Monday following 1/2 Term Holiday. Student Teachers undertake a 30 - 45% Teaching Load, Monday to Thursday.</b>			
Tues 12th Nov	4:30-6:00	PGCE Partnership Committee Members meeting - All Placement Schools welcome, please confirm attendance: secpgce@ncl.ac.uk		
Sunday 1st Dec	<b>DEADLINE:</b>			<b>MODULE 1 - Submission Deadline 12pm (Noon)</b>
Thurs 5th Dec	<b>ESSENTIAL:</b>			Trainee completion of Evidence Log/diary to inform report writing session with school subject mentor next week.
Week beginning 9th Dec	<b>ESSENTIAL:</b>	Verify First Report.	First online placement report completed during this week - completed following meeting between trainee + SM.	Trainee meets with school subject mentor to discuss progress / present evidence, agree level of attainment and identify strengths / areas for development.
Thurs 12th Dec	<b>DEADLINE:</b>	Last Official Day of TEACHING	Final Deadline for Term 1 Report	
Mon 16th to Wed 18th Dec	<b>LAST FEW DAYS AT PLACEMENT SCHOOL, Placement Handover - opportunity to complete marking and assessments, and undertake a professional handover of classes back to the usual teacher. Involvement in school festivities if the opportunity arises.</b>			
<b>TERM 2</b>				
Sunday 5th Jan	<b>DEADLINE:</b>			<b>Module 2, Online Test Deadline (10%)</b>
Thurs 9th Jan	4:30-5:30/6:00	Non School Direct PGCE students and school colleague/s attend introduction / meeting event at Newcastle University - Venue & Rooms TBC		
Mon 13th Jan	<b>Second (Long/Final) Placement Begins: Student Teachers in school Monday to Thursday and undertake range of observations and preparatory tasks.</b>			
Week beginning 13th Jan			Help student organise M2 lesson study teaching & observation dates and (if necessary) schools visit.	Organise M2 lesson study partners / observation dates and confirm with school mentor.
Week ending Fri 31st Jan	<b>ESSENTIAL:</b>	Teaching Placement Timetable finalised and sent to uni Progress Tutor/Subject Lead. Please ensure student teacher uses the university timetable pro-forma to submit this copy.		
Tues 4th Feb	4:30-6:00	Professional Tutor/ Mentor training/update session. Same session repeated below, please choose only one session. Newcastle University - Location / Room TBC.		
Wed 5th Feb	4:30-6:00	Professional Tutor/ Mentor training/update session. Same session repeated above please choose only one session. ONLINE Adobe Connect Session - details/URL will be emailed in due course.		
Fri 7th Feb	<b>ESSENTIAL:</b>			M2 University based assessed presentation preparation day.
Thurs 13th Feb	<b>DEADLINE:</b>			<b>Module 2, Assessed Presentations Students NOT in school. (25%)</b>
Fri 14th Feb	<b>COMPLETE &amp; SUBMIT:</b>	Personal and Professional Conduct Report to be completed online: <a href="https://placements.ncl.ac.uk">https://placements.ncl.ac.uk</a>		
Sun 23rd Feb	<b>DEADLINE:</b>			<b>Module 2, Written Assignment Submission Deadline (65%) - 4:30pm</b>
Mon 24th Feb	<b>Second Placement Teaching officially starts the Monday following the 1/2 Term Holiday. Student Teachers undertake a 45 - 60% Teaching Load, Monday to Friday.</b>			
Week beginning 24th Feb	<b>ESSENTIAL:</b>		Mediate student selection of M3 SoW target class(es)	Confirm M3 SoW target class(es) with mentor
Weds 26th Feb	4:30-6:00	PGCE Partnership Committee Members meeting - All Placement Schools welcome, please confirm attendance: secpgce@ncl.ac.uk		
Fri 13th March	<b>ESSENTIAL:</b>			M3 Call Back Day - students return to university
Wed 25th March	4:30 - 6:30	ONLINE Training / Update session: Assessment against the Teachers' Standards - SMs and PTs. Adobe Connect Session - details/URL will be emailed in due course.		
Fri 27th March	<b>ESSENTIAL:</b>			Trainee completion of Evidence Log/diary to inform report writing session with mentor in following week
Week beginning 30th March	<b>ESSENTIAL:</b>	Verify Term 2 Report	Term 2 online placement report completed during this week - completed following meeting between trainee + SM.	Trainee attends meeting with mentor to discuss evidence logs and help complete interim report
Fri 3rd April	<b>DEADLINE:</b>		Final Deadline for completion of Term 2 report.	
<b>TERM 3</b>				
Fri 24th April	<b>DEADLINE:</b>			<b>Module 3 Submission Deadline - 5pm</b>
Thurs 30th April	4:30-6:00	PGCE Partnership Committee Members meeting - All Placement Schools welcome, please confirm attendance: secpgce@ncl.ac.uk		
Fri 15th May	<b>ESSENTIAL:</b>			Trainee completion of Evidence Log/diary to inform report writing session with mentor in following week
Week beginning 18th May	<b>ESSENTIAL:</b>	Verify Final Report	Term 3 online placement report completed during this week - completed following meeting between trainee + SM.	Trainee attends meeting with mentor to discuss evidence logs and help complete interim report
Fri 22nd May	<b>DEADLINE:</b>		Final Deadline for completion of Final report.	
Fri 22nd May	<b>Last Official Day of TEACHING, but student teachers still have up to one week left in school as described below:</b>			
Mon 1st - Fri 5th June	<b>Opportunity for KS2 Experience / Further Placement if Required. Placement Handover - opportunity to complete marking and assessments, and undertake a professional handover of classes back to the usual teacher.</b>			
Mon 8th - Fri 12th June	<b>Final University Week</b>			
Weds 24th June	4:30-6:00	PGCE Partnership Committee Members meeting - All Placement Schools welcome, please confirm attendance: secpgce@ncl.ac.uk		