[SCHOOL ADDRESS, INCLUDING POSTCODE]

Sarah Stewart

Director PGCE (Wales)

Open University in Wales

18 Custom House Street

Cardiff

CF10 1AP

[Date]

[Student name]

**RE: Endorsement Letter on behalf of**

Dear Sarah,

I can confirm that our school is able to commit to endorsing the above-named candidate as a sponsored, salaried student on the PGCE programme at The Open University. In doing so, the school commits to (please tick every box):

1. Employing the student for the duration of the programme on a full-time contract (not term time only and including the duration of the second school placement), on a minimum of point 1 of the unqualified teacher pay scale.
2. Ensuring that we meet the selection criteria for Partner School status and have applied (or are already an existing Partner School).
3. Will commit to all aspects of the Open University programme, supporting the student to progress and develop through a 2-year period, including:
   * providing a graduated approach to teaching
   * weekly protected online study time
   * dedicated mentoring
   * releasing the student to a partner school for the duration of the six-week second school experience
   * providing a timetable in the subject in which the student is qualified to teach
4. Will commit to signing a Memorandum of Understanding, which will contractually and morally further undermine our commitment.
5. Working collegiately with all partners within the partnership, to ensure that all outcomes achieved by our student teachers are consistent and transparent.
6. Organising appropriate contractual arrangements for the duration of the employment, both protecting the student and the school (for example, in the event of a student being withdrawn).
7. Will commit to working collegiately with university-based Curriculum Tutors and Practice Tutors by engaging in a range of online tools, such as the VLE, PLP and IRIS. IRIS is used to support and assess student-teachers following the distance and blended PGCE programme.
8. It is important that any concerns about the student’s suitability or fitness to practice are raised promptly and that they are investigated and assessed quickly, fairly and systematically. Schools will commit to reporting any concerns by emailing [Wales-PGCE@open.ac.uk](mailto:Wales-PGCE@open.ac.uk), regarding the student’s: health, behaviour, competency, any incidents or behaviour during practice, behaviour in social context (including on social media or forums, internally or externally). Such concerns may result in an investigation and the implementation of the Fitness to Practice procedure.

If you so wish, you may add a short paragraph supporting the student’s application below:

[add text]

I acknowledge that the partnership will follow a rigorous selection process and that not all sponsored salaried applications may be successful.

Yours sincerely,

[Position]

[Senders Name]