**PGCE SCHOOL DIRECT**

As a prospective student on the PGCE School Direct programme, may I congratulate you on gaining an offer of a place.

This programme is a unique partnership between schools and the University and on successful completion, you will be ideally placed to secure your first teaching position. Northumbria is nationally recognised for the quality of its initial teacher training and you can be confident that this programme will challenge you to become a highly effective and reflective teacher.

As part of your pre-course preparation we would like to invite you to attend an Induction event on ***Monday 2nd July.*** This will give you an opportunity to meet your peers, complete aspects of the administration process that precedes your enrolment and meet myself and other members of the School Direct team.

**Please arrive at Coach Lane Campus for 10am. Staff at Reception will be able to direct you to Hall A.**

10am – 3pm:

Welcome and introduction, DBS & administration, networking opportunities and a chance to familiarise yourself with the campus, an introduction to the School Direct programme & staff

Lunch: Self Service Refectory

**DBS Process**

An important aspect of the day will be the completion of the Disclosure and Barring Service (DBS) process.

You MUST complete face to face ID checks for an online DBS application supported by at least three documents.

ID Documents

• Passport

• Driving Licence- full or provisional (if applicable)

• Original Birth Certificate (dated less than 12 months from birth date)

Common Address Proofs

• Bank Statement (less than 3 months old)

• Student finance letter (less than 1 year old)

• Council Tax Statement (within last 12 months)

• Utility Bills (less than 3 months old)

You must supply either one ID proof & two address proofs or two ID proofs & one address proof.

There will obviously be ample opportunity on the day to ask questions and find out more about what to expect as a student as you train to teach on School Direct. We would also encourage you to use the following link before the induction event to access additional information that will ensure you get the most out of the day:

<http://condense.it/schooldirect>

Yours sincerely

Kevin Ardron

Programme Leader - School Direct Programme Northumbria University

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