



**University of  
Nottingham**

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**School of Education**  
University of Nottingham  
Dearing Building  
Jubilee Campus  
Wollaton Road  
Nottingham NG8 1BB

Head of School:  
**Professor Volker Wedekind**

Dear Headteacher

The beginning teacher who has approached you has been offered a place on a PGCE course at the University of Nottingham to become a secondary school teacher. Before beginning the course, beginning teachers are encouraged to spend time observing and supporting in a primary school, with the following objectives:

- Understand expectations of how beginning teachers should observe
- Gather data and reflect on what they have observed
- Develop an understanding of a school and its community
- Develop an understanding of the complexities of the teacher's role
- Increase understanding of individual differences

*We follow a rigorous approach to safeguarding for all entrants to a PGCE course at the University of Nottingham including an enhanced DBS check. Due to the timing of DBS applications, the beginning teacher who has contacted you may still be in the process of being checked. However, the individual concerned may be in receipt of an Enhanced Disclosure Certificate from the DBS. If this is the case, they will still be aware that you may request to see the certificate.*

We do appreciate that a beginning teacher's presence will create extra work in a busy school and would like to take this opportunity to thank you and your colleagues, on our own and the beginning teacher's behalf, for this important contribution to the development of a prospective secondary teacher.

If you have any queries, please contact us at: [uonschoolpartnership@nottingham.ac.uk](mailto:uonschoolpartnership@nottingham.ac.uk)

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Helen Bowhay'.

**Helen Bowhay**  
**Director of Initial Teacher Education**