



**University of  
Nottingham**  
UK | CHINA | MALAYSIA

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

Head of School:  
**Professor Volker Wedekind**

Dear Headteacher

The student 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, students 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 in its community
- Develop an understanding of the complexities of the teacher's role
- Increase understanding of individual differences

The student teacher will be in receipt of an Enhanced Disclosure from the DBS or be in the process of being checked.

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 faithfully

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

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