



# **School Experience Programme**

## **Information for participants**

## **Your School Experience Programme placement**

We will try to introduce you to a school that is convenient for you to attend. Please make every effort to accept the placement offered. The school will have committed resources to ensuring your day is beneficial to you and could be the launch pad for your career in teaching.

## **Preparing to get the most from your placement**

As a prospective teacher on the School Experience Programme (SEP), it is important that your placement meets your needs and desired outcomes, whether you are looking to decide whether teaching is for you, you have already made up your mind and are gaining experience to support your initial teacher training (ITT) application or you are thinking about a career change.

Most initial day placements will comprise lesson observations in your subject area and a chance to meet teachers in the department. You should discuss what you hope to achieve from both the initial day and the optional further days on your placement with your host school on day one. If you do apply to ITT, you will be asked what you learnt from any school experience you have undertaken.

During your school experience placement, you will be considered a visitor and will be expected to observe the school's professional standards.

## **Before your school experience**

Before your visit you should contact your host school to check:

- who to ask for upon arrival
- what time to arrive
- ask about the school's dress code for teachers and make sure you keep to it on your visit
- check what ID will be required, including for possible CRB checks. Find out what the school needs you to take with you

## **Safeguarding and administration**

If you arrange additional placement days, the school may require and submit a Criminal Records Bureau (CRB) check on your behalf. This could take up to four weeks to process and will be paid for by the Teaching Agency. Details of the documents you are required to provide for a CRB check are available at DirectGov: [http://www.direct.gov.uk/en/Employment/Startinganewjob/DG\\_195811](http://www.direct.gov.uk/en/Employment/Startinganewjob/DG_195811)

Once the Criminal Records Bureau has confirmed your clearance you should contact the school to arrange the further dates.

## **Important note: safeguarding children**

Schools have a duty to safeguard the welfare of their pupils by maintaining a safe learning environment. If, during your placement, you see anything which concerns you, you should report this to the headteacher or to your SEP contact. If you extend your placement you should read the guidance at: <http://www.isa.homeoffice.gov.uk>

## **After your placement**

Once you have completed your placement you will receive an automated evaluation form by e-mail. Your feedback is important to us as it will help us to keep developing

and improving the programme in the future, so we ask that you complete the evaluation form within 10 days. Your form will remain anonymous and will not be shared with your host school.

**Contact information**

If you need to contact us about the School Experience Programme please call the Teaching Line on 0800 389 2500 or visit [www.education.gov.uk/teachsep](http://www.education.gov.uk/teachsep) for more information.