



# PGCE Primary Education Pre Programme Information 2021-2022



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*The following document has been produced to help you prepare for the PGCE Primary Education Programme. It is mandatory you engage with any actions, as these are a springboard for the Manchester Met. Curriculum and give you an insight into what it means to be on a professional programme.*

## Pre Programme Information

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### PGCE Primary Education programme

The terms 'Professional' and 'Professionalism' are used widely but what exactly do they mean? You have made the important decision to undertake a professional education programme so understanding these terms and the implications that being a professional has, is paramount to your success. More specifically, the fact that you are about to embark on an Initial Teacher Education programme would indicate that you are on the verge of becoming a professional. This is a serious undertaking and requires a significant amount of self-regulation and a high level of personal and professional standards.

The PGCE Primary Education programme is co constructed and delivered in a blended format with our partnership colleagues. You will spend a large proportion of your time in school settings. When you undertake your teaching experiences, you are expected to act as a fully professional member of the school staff. This means being conscientious and realistic about:

- Being punctual and organised when you arrive at and leave school.
- Being proactive about your own professional development.
- Being professional at all times in and out of school.
- Being fully prepared for each day and week.
- Being positive.
- Being aware that primary schools are very busy environments and teachers can have many different responsibilities.
- Progressing to becoming independent and autonomous in your role as a student primary teacher.

To successfully complete the programme and be recommended for Qualified Teacher Status (QTS), you must engage fully with the university programme and complete at least 120 days in/with school. You may be required to extend your placement, if you have not completed the required number of placement days to successfully meet the Teacher Standards. Due to this requirement and the variation in school holiday patterns (these may differ within geographical areas and within the same Local Authorities), we strongly advise you do not make any holiday arrangements during the period of the programme or immediately after the final calendared day of the course. Whilst on Teaching Experience, you will be expected to take the same holiday time as the school you are placed in. You may also be required to attend some sessions and complete assessment pieces during some holiday periods. We cannot authorise students to take time off from school for family celebrations, weddings, holidays etc. It is the student's responsibility to inform family and friends of these regulations.

### Programme Actions:

Watch the 'Day in the life of teacher' clip: <https://www.youtube.com/watch?v=iIJFEjmcTtg>

Complete the MOOC course: [https://www.futurelearn.com/courses/preparing-for-teaching?fbclid=IwAR2UpdzN\\_FqhK8re2w01uAtybS049yWfi314HWSqmyeN6o6bFcMCqog2PEY](https://www.futurelearn.com/courses/preparing-for-teaching?fbclid=IwAR2UpdzN_FqhK8re2w01uAtybS049yWfi314HWSqmyeN6o6bFcMCqog2PEY)

Access this website to familiarise yourself with what it means to be a professional:  
<https://www.childnet.com/teachers-and-professionals>

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Familiarise yourself with the Core Content Framework for Initial Teacher Education, which is integrated into our Manchester Met. Curriculum:

<https://www.gov.uk/government/publications/initial-teacher-training-itt-core-content-framework>

Familiarise yourself with the Teacher Standards:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665520/Teachers\\_\\_Standards.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665520/Teachers__Standards.pdf)

As a teacher a duty is placed upon you to protect children from extremism and to encourage them to uphold fundamental British values, mutual respect and tolerance for different faiths and beliefs.

Please read the Department for Education (DfE) advice on this at:

<https://www.gov.uk/government/publications/promoting-fundamental-british-values-through-sm-sc>

The government requires all staff should read at least part 1 of the statutory guidance 'Keeping Children Safe in Education' (2016). Read it at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Part of the requirement of safeguarding as a teacher, is your duty to protect children from extremism. Read the government requirements at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

Complete the Home Office online prevent training, print your certificate and keep it in a safe place. Set aside 45 minutes uninterrupted time. Select your role as primary school teacher. Complete the course at: <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html>

In preparation for joining our community, we would like everyone to choose an object that represents either:

- The kind of teacher you want to be.
- What teaching means to you.

Prepare a short explanation (a couple of minutes) justifying your choice in readiness for Welcome Week – week commencing Monday 6<sup>th</sup> September 2021. Bring this object to the first session with your Personal Tutor (remote or contact to be confirmed).

Join our Facebook community: <https://www.facebook.com/groups/730715557867558/>

## Progression Package

The programme incorporates a Programme Progression Package delivered by the Academic Support Team. This is a series of timely sessions to support students in 'stepping up' to Masters Level.

Students are encouraged to access the Academic Support Services independently in addition to this package. The sessions cover the following themes:

- Stepping up to Masters Level summary
- Group Presentation Design and Delivery
- Reflective techniques
- Presentation skills
- Reflective writing

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- Synthesis and synthetic writing
- Critical thinking and writing

**Pre programme Progression Package Actions:**

In preparation for undertaking our Programme Progression Package, we expect all our students to engage with the following screencasts pre programme:

***Stepping up to Masters level preparation***

[https://mmutube.mmu.ac.uk/media/t/1\\_dk7tkg8f](https://mmutube.mmu.ac.uk/media/t/1_dk7tkg8f)

***Finding your academic voice***

[https://mmutube.mmu.ac.uk/media/1\\_4kg95rxq](https://mmutube.mmu.ac.uk/media/1_4kg95rxq)

***Reading and note making from texts***

[https://mmutube.mmu.ac.uk/media/1\\_tezu3epe](https://mmutube.mmu.ac.uk/media/1_tezu3epe)

***Planning for assignments***

[https://mmutube.mmu.ac.uk/media/1\\_jrzlrull](https://mmutube.mmu.ac.uk/media/1_jrzlrull)


These screencasts will be followed up as part of your induction on the programme.

Throughout the pre programme period your Super Tutor will advertise optional courses available (some affiliated with Manchester Met., others external), which may enhance your employability profiles, on the Facebook community.

**Calendar and Timetable**

The following calendar is subject to change. It gives you an indication of the time you will spend in both contexts – university and school. The numbers across the top of the columns are university week numbers.

AUTUMN	Date	06-Sep	13-Sep	20-Sep	27-Sep	04-Oct	11-Oct	18-Oct	25-Oct	01-Nov	08-Nov	15-Nov	22-Nov	29-Nov	06-Dec	13-Dec	20-Dec
	University Week	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
	Course week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	School Direct begin in school.	University	University	University	University	University	Teaching Experience A	Teaching Experience A	Half term for most schools	Teaching Experience A	Teaching Experience A	Teaching Experience A	Teaching Experience A	Teaching Experience A	Teaching Experience A	Teaching Experience A	Students follow the term dates for their placement over the Christmas break
										University		University		University		University	
SPRING	Date	03-Jan	10-Jan	17-Jan	24-Jan	31-Jan	07-Feb	14-Feb	21-Feb	28-Feb	07-Mar	14-Mar	21-Mar	28-Mar	04-Apr	11/04/2022	
	University Week	24	25	26	27	28	29	30	31	32	33	34	35	36			
	Course week	18	19	20	21	22	23	24	25	26	27	28	29	30			
		Teaching Experience A	Teaching Experience A	Teaching Experience A: SEN and Inclusion	University	University	University	Teaching Experience B	Half term for most schools	Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Easter Break for most schools	Students follow the term dates for their placement over the Easter break
			University														
SUMMER	Date	18-Apr	25-Apr	02-May	09-May	16-May	23-May	30-May	06-Jun	13-Jun	20-Jun	27-Jun	04-Jul				
	University Week	39	40	41	42	43	44	45	46	47	48	49					
	Course week	33	34	35	36	37	38	39	40	41	42	43					
	Easter Monday			Bank holiday													
		Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Teaching Experience B	Half term for most schools	Teaching Experience B	Teaching Experience B	Teaching Experience B : Enrichment						
											University						

PGCE Primary Education Programme 2021-2022 Faculty of Education Manchester Metropolitan University	 <b>Manchester Metropolitan University</b>
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Teaching will take place in a 'blended' format. This means there will likely be a mixture of on-campus and online learning. This will include live seminars, pre-recorded content and tutorial sessions. You will collaborate and contribute to work in groups of various sizes as well as independently. Now is the time to ensure you have the appropriate technical support to engage fully from the outset of the programme.

You will receive your detailed personal timetable in September. This will include all the details for your on-campus and online teaching. Your assessments will be staggered across the academic year. You are enrolling onto a full time programme. This means that during busy periods of the programme, university days can start at 9.00 and could finish at 18.00. When in school you will need to work the hours that a teacher would usually do. Please be aware this may be outside of the university-timetabled hours.

### General Reading

It is not essential to purchase your own texts but, if you were thinking of doing so, then we would recommend any one of the following as an all-round general guide to primary school teaching practices:

Arthur, J, Grainger, T., Wray, D. (2014) 3rd ed. Learning to teach in the primary school. Oxford: Routledge. (Earlier editions are also available).

Blatchford, R. (2017) The Teachers' Standards in the Classroom. Learning Matters.

Carden, C. (ed.) (2018) Primary Teaching: Learning and teaching in primary schools today. Sage Publications. ISBN: 9781526436443

Dunn, D (2012) How to be an outstanding primary school teacher. London: Bloomsbury

Ewens, T. (2014) Reflective Primary Teaching Northwich: Critical Publishing.

Grigg, R. (2010) Becoming an outstanding primary school teacher. Essex: Longman.

Kyriacou, C (2014) Essential Teaching Skills. Oxford: OUP (4th ed), earlier editions are also available

Payne, J. Scott, M. (2017) Making every primary lesson count. Six principles to support great teaching and learning. Carmarthen. Crown House Publishing.

Pollard, A. (2014) Reflective Teaching in Schools (4th ed). London: Bloomsbury.

Overland, E. Barber, J. & Sackville-Ford, M. (2020) Behaviour Management: An Essential Guide for Student and Newly Qualified Teachers. Routledge.

Sewell, K. (2018) Planning the Primary National Curriculum: a complete guide for trainees and teachers.

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### Support Services

We have range of central support services for you to access.

#### **Academic and Study Skills:**

The only working days that the Academic and Study Skills Tutor service is closed are the Bank Holidays. Students will still be able to access support via their email address [studyskills@mmu.ac.uk](mailto:studyskills@mmu.ac.uk) for general queries and draft reviews, and they can make 1:2:1 Zoom appointments too. Students can also access support via [mmu.ac.uk/studyskills](http://mmu.ac.uk/studyskills) for videos and documents relating to different academic skills.

#### **Disability Service**

The Disability Service drop ins continues to run Monday – Friday from 9 a.m.-4.30p.m. When a Disability Adviser is available to deal with queries from students and staff over the telephone and by email. Please continue to contact the service on 0161 247 3491 or [disability.service@mmu.ac.uk](mailto:disability.service@mmu.ac.uk). If students want to contact their SpLD tutors, the best email is [spldtutors@mmu.ac.uk](mailto:spldtutors@mmu.ac.uk)

If you declare a disability on your UCAS form, our staff will contact you directly before you start studying with us to check if you need, and are eligible for, any support. A personal development plan is produced for you, you give approval for this to be shared with your tutors, and teaching experience mentors, so that they can make any necessary arrangements for you.

The disability service also offers one-to-one appointments, webinars and lunchtime sessions.

#### **Occupation Health**

You will have completed an online form for Occupational Health prior to enrolment. If necessary, you may need to attend a meeting with your personal tutor or placement coordinator to ensure that you are supported throughout your programme.

#### **Health and Wellbeing**

Student support with health and wellbeing: <https://www2.mmu.ac.uk/student-life/wellbeing/>

<https://www2.mmu.ac.uk/coronavirus/students/>;

<https://www2.mmu.ac.uk/coronavirus/students/wellbeing/>

#### **Non-university health and wellbeing support**

**The Education Support Partnership:** <https://www.educationsupport.org.uk/>

This charity provides mental health, well-being support services to education staff and organisations, and you can contact them as a student. They offer telephone support and counselling, email support and live chats, and provide information and advice including handling stress, dealing with disruptive behaviour and managing time.

**Students' Union:** Email: [theunion@mmu.ac.uk](mailto:theunion@mmu.ac.uk) or call: 0161 247 1162

Drop-ins are available, but you can phone and they will phone back; they try to respond within 24 hours. They can also offer small emergency loans, which must be paid back in three months.

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They can help with advice around: repeat years; financial issues; funding; exceptional factors; finance; appeals; Student Finance England loan issues; practical advice; housing; the law and help with landlords.

**Student Financial Support:** Go to Student Financial Support or to the Students' Union Advice Centre

Phone 0161 247 1045, Monday to Friday 9-4.15

### Support Funds

Day to Day Support – some students are given priority e.g. students with children, carers, mature, low-income backgrounds. Approx. 70% who apply get an award. There is an online application form via Career Hub. It is worth applying if your situation changes. The Students' Union Advice Centre can help you complete the form. It takes four weeks to confirm any financial support, and the amounts can be substantial if needed. Larger amounts are paid termly.

The Accommodation Fee Support Scheme can help you pay for the initial fee for MMU accommodation. Bridging Loans are a short-term interest free loan e.g. if student loan is late. Crisis Support is also available from financial support or the Student's Union Advice Centre.

Other financial support bursaries are available; Care Leavers Bursary, Estranged Students Bursary, DSA Reimbursement Bursary, Educational Psychology Assessment bursary

### Chaplaincy

There are chaplains for many faiths and they have quiet spaces, chaplaincies and prayer rooms where you might find support.

**Christian** St. Peter's, [office@stpeters.org.uk](mailto:office@stpeters.org.uk), 0161 275 2894, [stpeters.org.uk](http://stpeters.org.uk) and [www.milkandhoneycafe.org](http://www.milkandhoneycafe.org)

**Catholic Chaplaincy**, [general.muscc@gmail.com](mailto:general.muscc@gmail.com), 0161 273 1456, [www.muscc.org](http://www.muscc.org)

On behalf of the tutors at Manchester Metropolitan University, we are looking forward to meeting you in September.

*Dr Charlotte Booth*

PGCE Primary Education

Programme Lead





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Manchester Metropolitan University,  
All Saints Building, All Saints,  
Manchester, M15 6BH

+44 (0)161 247 2000

[mmu.ac.uk](http://mmu.ac.uk)