



Year 1 ECT Week 37 bulletin
w/b Monday 10th July 2023
ECF focus of the week:
Reflections of the year



A message from the team

- Welcome to your Week 37 bulletin.
- For those of you who started your ECT journey in September, July marks the half-way point of your two-year induction. **CONGRATULATIONS!** This year has probably been somewhat of a steep learning curve at times, and you are no doubt ready for that summer break, but we hope you recognise the many ways in which you have developed your practice, and the difference you have made in the lives of the children and young people you teach.
- For those of you who started later in the year, you will be well on the way to that half-way point. We hope that you also recognise how much you have already developed as teachers and the extent to which you will have impacted on the life chances of your pupils.
- This week's bulletin is the last weekly bulletin of this academic year. At the end of next week, you will receive a comprehensive **TRANSITION BULLETIN**, outlining in full what the 2023-24 academic year will look like for you in terms of both your training and assessment. It will include locations, dates and times for your seminars, as well as details of how to access the Year 2 induction materials. Please look out for it!



Self-directed study:

- In Week 37, there is no required Brightspace self-study. We hope you take the time to enjoy the many end-of-year activities going on in your school. There is of course stretch content on Brightspace for those of you interested, but this is entirely optional.



Mentor interaction

- In Week 37, there is no scheduled observation. Rather, you will have a **professional discussion** with your mentor, focused on **reflecting on, and celebrating, your achievements this year**. You may like to reflect on the following questions:
 - How do you feel you have progressed through the year?
 - How has this impacted upon your pupils?
 - What are your greatest successes so far?
 - What aspect of your development have you found most challenging this year?
 - What do you think are your next steps for further improvement.



Message for your mentor

- In Week 37, as outlined above, your interaction with your ECT centres should definitely have a celebratory feel, as you discuss the many ways in which their practice has developed. Please refer to **page 108** in your mentor handbook.



Year 1 ECT Week 37 bulletin
w/b Monday 10th July 2023
ECF focus of the week:
Reflections of the year



Induction tutors

Message for your induction tutor

- **Assessments:** Please ensure that your assessments are completed and signed off by ECTs, Induction Tutors and Heads **by the end of term**. This signature process needs to be complete before any of the reports come to us for reviewing. If an ECT is leaving your school, they should also download copies of all their assessments to take with them while they still have access to their school ECT Manager account. Please be aware that until this process is completed, we cannot un claim ECTs from our Appropriate Body for their new schools and will hold up their transition.
- **Urgent action required - registering new ECTs with Xavier:** Thank you to those of you who kindly completed our *Expression of Interest form*, indicating how many new ECTs you will have in September. All new ECTs now need to be **formally registered** with Xavier. To formally register your new ECTs, please use the following link [2023-24 ECT registration](#). An email will also be coming out to schools in the next day or so, with full details of the registration process.
- **Registering new ECTs on the DfE portal:** Hopefully, your school will now have received an email from the DfE, letting you know that their registration portal for September starters is now open. This email usually goes to headteachers, so please do ask your head to let you know once they receive it. As was the case last year, schools must register their ECTs with both Xavier **and** the DfE. Please remember to register your ECTs and mentors with their correct school email addresses and not their personal ones. Please also remember to link each ECT to their correct mentor on the DfE portal.
- **Changes to ECTs, mentors etc:** At this time of year, there are often a number of staffing changes eg ECTs and/or mentors might be moving schools, or staffing capacity may necessitate a change of induction tutor and/or mentor etc. It is vital that both Xavier and the DfE are kept up-to-date with those changes.
 - To notify Xavier of any changes, please complete the following form [Changes form](#)
 - Induction tutors must also make the changes on the [DfE portal](#) to ensure your school receives the correct funding and your programme members receive access to the My Teach First, Brightspace online learning platform.
- **Induction tutor training:** There will be training for induction tutors on the 2023-24 registration process on **Wednesday 12th July 2023, from 3.30 to 4.30 pm**. Please see the link below:

Topic: Induction Tutor Training - The registration process

Time: Jul 12, 2023 03:30 PM London

Meeting ID: 842 4861 5269

Passcode: 626555

[Zoom link here](#)