MID ESSEX ITT
INITIAL TEACHER TRAINING

Trainee Placement and Travel Procedures from September 2026

1. Guiding Principles

1.1. The importance of quality teacher placements is widely recognised as an essential part in developing the skills of new teachers.

1.2. One of the core activities of the partnership is concerned with the placement, training, and assessment of the trainees in partnership schools.

1.3. Quality learning experiences can only take place with effective collaboration between Mid Essex ITT and all our placement schools.

1.4. With the increased demand for student placements within schools, the co-ordination, provision, and quality of student teacher placements is something which needs careful planning and consideration.

2. Statutory Guidance and Requirements

2.1. Mid Essex ITT complies with the mandatory guidance and accompanying advice from the Department for Education, as set out by the ITT: criteria and supporting advice. With regards to school placements, this includes:

- 2.1.1. At least two school placements **[C2.4]**
- 2.1.2. A minimum course length of 36 weeks (180 days) **[C2.1]** with a minimum of 24 weeks (120 days) in school **[C2.4]**
- 2.1.3. Sufficient time being trained in schools in line with the minimum time requirements **[C2.4]**
- 2.1.4. Sufficient experience to enable trainees to demonstrate all the Teachers' Standards for QTS **[C2.4]**
- 2.1.5. Six weeks of 80% contact ratio teaching. The 80% refers to a full teaching timetable, as it is typically defined by the school where the experience is taking place, rather than 80% of a full pupil or school timetable. This will take place in the final term of the course. **[C2.4]**
- 2.1.6. School-based mentors to provide 1.5 hours support to their trainee each week. Mentoring is defined as *"receiving structured feedback from expert colleagues on a particular approach – using the best available evidence – to provide a structured process for improving the trainee's practice".* **[C2.5]**

3. Arrangement of School Placements

3.1. Mid Essex ITT partnership schools are spread across a wide geographical area across Essex.

3.2. Mid Essex ITT will always endeavour to place trainees through a 'best fit' approach to placements based on consideration of the following:

- 3.2.1. trainee school preferences
- 3.2.2. geographical location of trainees
- 3.2.3. trainee ability to travel and other commitments
- 3.2.4. the schools' ability to place a trainee in a department
- 3.2.5. the schools' ability to meet the mentoring requirements.

3.3. Partnership schools will always be considered first for school placement, prioritised over 'associate' schools.

3.4. Schools new to the partnership may require additional quality assurance measures.

3.5. Schools deemed by Ofsted as below the 'Expected Standard' may require additional quality assurance measures.

4. Schools – expectations surrounding the offering of placements

4.1. Schools are asked at regular intervals to consider the suitability of future placements and will be contacted by the Course Administrator through the Professional Tutor.

[Reviewed April 2026]

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INITIAL TEACHER TRAINING

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4.2. The Senior Administrator will work with the relevant Professional Tutors to ensure that trainee teachers are placed in schools and departments that have the capacity to support the trainee teacher without negatively impacting on the progress of students and workload of staff.
4.3. The Senior Administrator will liaise with partner schools to ensure that trainee teachers are allocated in good time for the start of each placement. This work will be overseen by the Director.
4.4. Schools should declare at the earliest stage if they are able or unable to offer placements.
4.5. Placements will only be offered in subjects where capacity is available to take on a trainee, as judged by Mid Essex ITT in discussion with partnership schools and through any additional quality assurance approaches which may be required.
4.6. Mid Essex ITT reserves the right to amend, cut short any placements with immediate effect.

5. Trainees – expectations surrounding the requesting of school placements

5.1. Trainees are asked at interview to declare any preferences or preferred school placements. Trainees are informed at the earliest opportunity when these may not be possible.
5.2. Although Mid Essex ITT will try their best to place trainees at their preferred school, this cannot be guaranteed with the final decision for a trainee's main placement confirmed and decided by Mid Essex ITT.
5.3. Students are not able to arrange or source their own placement and must attend the placement provided.
5.4. Trainees cannot be placed in schools where family members are either employed or are pupils or where the student has a close relationship with a member of the school staff.
5.5. Trainees will not usually be placed in a school where they have an existing professional relationship e.g. (but not exclusively) governor, teaching assistant, sports coach to ensure no conflict of interests.
5.6. Decisions will always be taken with the best interest of the trainee with no guarantees that requests from schools for placements will be met.
5.7. Mid Essex ITT reserves the right to place trainee teachers at <u>any</u> of its partnership schools, although will always endeavour to do so in such a way that access to all placements is reasonable.
5.8. Trainees who withdraw themselves from a placement will be deemed as having failed to meet the requirements of the placement. At this stage, another placement school could potentially be offered, although is not guaranteed or an expectation of the course.

6. First, second and further school placements

6.1. First Placement**:** As outlined above, Mid Essex ITT will make every effort to place trainees in one of their preferred schools for their first placement. While every attempt is made to match trainees with their top choices, placement availability depends on factors such as subject specialism, school capacity, and geographical location. Therefore, a preferred placement cannot be always guaranteed.
6.2. Second ("B") Placement: The second placement is designed to provide trainees with a contrasting school experience. Trainees will be expected to attend a different school within the Mid Essex ITT partnership or one of its associate schools. This school may differ in terms of size, location, student demographic, or overall ethos. It is important to note that this placement may not align with the trainee's original preferences, as the aim is to broaden their teaching experience and adaptability.
6.3. Following the completion of the second ("B") placement, trainees will return to their original "A" placement school to continue their development in a familiar setting. This return provides an opportunity to build on the progress made earlier in the year and to consolidate teaching practice with classes and mentors already known to them. Trainees who are employed as Early Career Teachers (ECTs) during their training year may also be able to return to their employing school as part of this phase, subject to Mid Essex ITT approval. All decisions regarding the suitability and organisation of first,

Trainee Placement and Travel Procedures from September 2026

second, and further placements, including any potential return to an "A" placement will be made by Mid Essex ITT to ensure training quality, consistency, mentoring requirements and compliance with programme requirements.

6.4. Third Placement (if required): In certain cases, such as concerns raised during earlier placements or the need for additional experience, a third school placement may be required. While Mid Essex ITT will provide support where possible, the responsibility for arranging this third placement may fall to the trainee. The trainee will be expected to liaise with schools, in consultation with the MEITT team, to secure a suitable placement that meets training requirements.

7. Termination of a school placement due to professional issues

7.1. When a trainee leaves a placement of their own accord, they will be deemed to have failed the placement.

7.2. Reasons why a trainee may leave could include a clash of personality with a mentor or staff member of the placement school, unwillingness to accept professional feedback from a staff member, unwillingness to adopt the professional standards and ethos of a placement school or any circumstance not covered by the extenuating circumstances procedure.

7.3. Before leaving a placement, a trainee must explore every avenue to resolve the situation.

7.4. If a situation is not possible to resolve due to a trainee being unwilling to accept the professional advice and counsel of the provider or partner school, the placement will be terminated, and the trainee will be deemed to have failed the placement on the grounds of unprofessional behaviour.

7.5. Any complaint after termination in these circumstances will be dealt with using the complaints procedure.

7.6. The only circumstances that a placement can be terminated without being failed are:

7.7. When a student informs Mid Essex ITT of any extenuating circumstances, and the details are ratified by Mid Essex ITT

7.8. When a school terminates a placement for reasons outside the school's control e.g. Ofsted visit, staff sickness

7.9. When a placement is terminated for the above reasons, the student may be offered a deferred placement in the following academic year.

8. Deferrals and resits

8.1. A deferred placement may take place when any extenuating circumstance have been agreed by the Director of Mid Essex ITT.

8.2. A re-sit placement may occur when a trainee fails to meet the requirements of the placement, and the decision is agreed and ratified by both Mid Essex ITT and the partner school.

8.3. Trainees undertaking re-sit placements will not be able to claim any financial support or contribution towards the costs of attending the placement and in most cases a tuition fee will be levied prior to the placement.

9. Trainee travel to school placements

9.1. Trainees are responsible for arranging their own travel to and from placements.

9.2. Trainees may be expected to make journeys of up to 60 minutes' duration from their home address, to reach a placement.

9.3. Mid Essex ITT will not be responsible for any personal financial arrangements that drivers and passengers make.

9.4. All trainees who are using their own vehicles to travel to placements are responsible for ensuring that they have appropriate motor insurance cover.

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Trainee Placement and Travel Procedures from September 2026

9.5. Mid Essex does not expect trainees to travel to a placement in a situation where it affects their personal safety.

9.6. If the trainee misses any placement time due to bad weather and/or transport issues, they must contact the Course Tutor to ask whether they need to make up for missed days at a later date.

10. Health and Safety at school placements

1. Placement providers are employers and must ensure, so far as is reasonably practicable the health, safety, and welfare of their employees.
2. Trainees on placement are owed the same duty of care as any employee. Trainees on placement have the same health and safety responsibilities as any other employee in the workplace. They must take reasonable care of their own health and safety and of the health and safety of other people who may be affected by their acts or omissions. They must also co-operate with the employer in complying with the employer's legal duties.
3. Trainees must familiarise themselves with the health and safety policy and procedures at their placement setting, school or college.
4. Trainees must plan for their own health and safety in travelling to and from placement settings. The primary responsibility for meeting statutory health and safety requirements within a placement remains with the placement organisation.