

## TSH Berkshire ECF Checklist

More information is available in our [Guide for Schools 2023-24](#).

### Induction tutors

- **Register new ECTs and mentors** on the DfE online registration service and link mentors to the correct ECT.
- Local area coordinators will send the schedule of training sessions to you – **pass this information on to your ECTs and mentors**.
- Remind ECTs and mentors they need to **attend training sessions**. If there is an unavoidable clash (e.g. parents' evening), ECTs/mentors should contact the local area coordinator to see if there is a different session they could attend.
- If ECTs/mentors miss a training session they should **watch a recording on Extend**.
- ECTs and mentors need to be **accessing the materials on Extend regularly**. There is no need for them to record any other evidence for the programme – their engagement is tracked via Extend. There is a progress tracker on Extend, but this is optional and just for their own records.
- **Part-time ECTs** can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on their FTE. Contact your Appropriate Body for more information about the length of induction for part time ECTs – ECTs do not necessarily have to complete all the ECT modules to pass statutory induction.
- See our [Guide for Schools](#) for more details of the routes through the programme for **January/April starters** and other FAQs.
- Let us know if there are any **changes to ECTs or mentors** during the programme via this [form](#). e.g. if an ECT leaves or a mentor changes. Please also let your local area coordinator know.

### Mentors

- You should meet **weekly** with your ECT in year 1 and **fortnightly** in year 2.
- The **materials to use in mentor meetings are on Extend**. If you have any issues accessing Extend, please contact Sue Watson (TSHB Operations Manager).
- You do not need to do every activity in every session – **use the module audit** at the start of each module to focus on your ECT's areas for development.
- If you miss a week for any reason, **you don't need to go back and catch up**, unless the content from the missed week was really key – if it was, go back and do that meeting, but then miss out one later to balance out.
- UCL expects that mentors will **contextualise** the material for their ECTs – so if the case study is primary and you are secondary, it is OK to adapt and use examples from your own context.
- If your ECT really needs to **discuss something urgently** one week, which means you have to divert from the planned activities, **that is fine**.
- You will need to attend **one training session each term**.
- If you are unable to attend a live session because of an unavoidable clash, **contact your facilitator or local area coordinator** to see if there is a different session you could attend.
- If you miss a training session, you need to **watch a recording on Extend**. These are in the "Training Sessions Timeline" tab on Extend.
- There is **self-study** reading to do each half term – this is accessed via Extend. You can **read online, download and read offline, or listen to a sound file**. If you download the material, please remember to scroll down and click "submit" so that the system records your engagement.
- If your ECT **started induction in January or April**, see our [Guide for Schools](#) for more details of the routes through the programme.
- If your ECT is **part-time** they can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on their part time ratio. They do not have to complete all the modules to pass induction.
- **If you stop being a mentor, please let us know.**

### ECTs

- You should meet **weekly** with your mentor in year 1 and **fortnightly** in year 2.
- The materials to use in mentor meetings are **on Extend in your mentor's area**.
- There is a lot of content. **You do not need to do every activity in every session** – use the module audit at the start of each module to focus on your areas for development.

- If you really **need to discuss something urgently** with your mentor one week, which means you have to divert from the planned activities, **that is fine**.
- You will have **training sessions each half term** – ask your induction tutor for the schedule or contact your local area coordinator.
- If you are unable to attend a live session because of an unavoidable clash, **contact your facilitator or local area coordinator** to see if there is a different session you could attend.
- If you miss a training session, you need to **watch a recording on Extend**. These are in the “Training Sessions Timeline” tab on Extend.
- There is **self-study** reading to do each half term – this is accessed via Extend. You can **read online, download and read offline, or listen to a sound file**. If you download the material, please remember to scroll down and click “submit” so that the system records your engagement.
- If you have any **issues accessing Extend**, please contact Sue Watson (TSHB Operations Manager).
- If you **started induction in January or April**, see our **Guide for Schools** for more details of the routes through the programme.
- If you are **part-time** you can either try to follow the programme at the same rate as a full time ECT, or work through the modules at a slower rate, depending on your part time ratio. You do not have to complete all the modules to pass induction.

## Contacts

Who	Details	What
<b>Janet Roberts</b> <b>Teaching School Hub</b> <b>Director</b> <b>TSH Berkshire</b>	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8368 <a href="mailto:janetroberts@lgs.slough.sch.uk">janetroberts@lgs.slough.sch.uk</a>	General queries about the programme.
<b>Sue Watson</b> <b>Operations Manager,</b> <b>TSH Berkshire</b>	Langley Grammar School Reddington Drive, Langley, Berkshire SL3 7QS 01753 598300 ex 8350 <a href="mailto:susanwatson@lgs.slough.sch.uk">susanwatson@lgs.slough.sch.uk</a>	Administrative queries, including registration, new starters and leavers and Extend queries.
<b>Local Area Coordinator</b>	See table below	Operational queries about local programmes, including dates and times of sessions, absences etc.

### Local Area Coordinators for 2023-24 are as follows:

Area	Name	School	email
Slough	Stacy Mason	Langley Grammar	<a href="mailto:StacyMason@lgs.slough.sch.uk">StacyMason@lgs.slough.sch.uk</a>
RBWM	Aoife Noctor Louise Roberts (from Oct 2023)	Windsor Girls	<a href="mailto:dohea001@windsorgirls.net">dohea001@windsorgirls.net</a> <a href="mailto:pearl001@windsorgirls.net">pearl001@windsorgirls.net</a>
Reading/Wokingham (secondary)	Rob Buck	Maiden Erlegh	<a href="mailto:r.buck@maidenerleghtrust.org">r.buck@maidenerleghtrust.org</a>
Reading/Wokingham (primary)	Alex Powley	The Keys Academy Trust	<a href="mailto:DL@keysacademytrust.org">DL@keysacademytrust.org</a>
West Berkshire (primary)	Karen McDowell	The Downs School	<a href="mailto:KMcDowell@thedownsschool.org">KMcDowell@thedownsschool.org</a>
West Berkshire (secondary)	Kathy Hersh	St Bartholomew's School	<a href="mailto:Kherh@stbarts.co.uk">Kherh@stbarts.co.uk</a>
S7 Sixth Form Colleges Group	Sharon Kemp Anna Loveday	S7	Contact Sharon Kemp in first instance: <a href="mailto:Officer@s7colleges.com">Officer@s7colleges.com</a>