

Dear Colleagues

The Department for Education has provided statutory guidance on COVID-19 and its impact on NQT induction.

Sussex Teaching School Alliance (STSA) has created the following guidance for schools, academies and other settings. It is intended to support schools and NQTs in enabling them to complete their induction as scheduled. Should DfE guidance alter at a later stage we will update and redistribute this document accordingly.

The following applies to 1.0 FTE NQTs whose period of induction commenced at the start of the 2019/20 school year.

The final (summative) assessment becomes available on NQT Manager on completion of the second (formative) assessment. The second assessment was due at Easter in the case of 1.0 FTE NQTs who commenced induction at the start of the 2019/20 school year. Given that most of the period between the first and second assessment deadlines was not subject to Covid-19 disruption, **schools are expected to submit the second assessment as promptly as possible in order to release the final assessment for completion** during this academic year.

In all cases the professional discretion of the headteacher is to be used to determine the range and nature of evidence used to inform the judgements made in the final assessment. In completing the assessment **the number of days lost through school closure or self-isolation are not included as absence.**

1. Where the NQT is **not a cause for concern** and has completed at least 130 days (to include school closure) the final assessment can be filled in once it becomes available through NQT Manager, and a pass may be awarded.
2. Where the NQT has completed at least 130 days (to include school closure), was identified to the Appropriate Body as **a cause for concern prior to school closure or self-isolation and is making progress**, the final assessment can be filled in once it becomes available through NQT Manager, and a pass may be awarded. The areas for development should note those aspects where school closure or self-isolation has impeded the progress of the NQT. The targets and support sections of the assessment should be SMART as possible and relate directly to the areas for development.
3. Where the NQT has completed at least 130 days (to include school closure), was identified to the Appropriate Body as **a cause for concern prior to school closure or self-isolation but is not making progress.**

*[Please note the judgement that the NQT is not making progress cannot relate to issues arising from school closure or self-isolation. The expectation is that, where the NQT's lack of progress results principally from school closure or self-isolation in the*

*judgement of the headteacher, the NQT the final assessment should be filled in once it becomes available through NQT Manager and a pass may be awarded. The areas for development should note those aspects where school closure or self-isolation has impeded the progress of the NQT. The targets and support sections of the assessment should be SMART as possible and relate directly to the areas for development.]*

If it is the judgement of the headteacher that the NQT has not made progress for reasons other than school closure or self-isolation the following applies:

- a. If the employment of the NQT is a **fixed term contract** and ends in the 2019/20 academic year before the final assessment, the school should apply to the Appropriate Body for an extension to the NQT induction. This will provide the NQT with an extension of one-third of an academic year to their induction should they commence a contract of at least that duration in a new school. Before the NQT leaves their current school an interim assessment (blank copy available in NQT Manager/Resources section/NQT Induction 201920) must be completed and sent to the Appropriate Body ([nqt@strichardscc.com](mailto:nqt@strichardscc.com))
- b. If the NQT has a **permanent contract** of employment at their current school. The headteacher must determine whether to:
  - i) inform the Appropriate Body that there will be a delay in the completion and submission of the final assessment by the equivalent number of days school closure or self-isolation;
  - or
  - ii) apply to the Appropriate Body for an extension to the NQT Induction, which will provide an extension of one-third of a school year prior to the final assessment being submitted.Option (i) implies that the NQT requires some additional time due to the impact of school closure or self-isolation and will pass. Option (ii) implies that there is a serious risk the NQT will not pass their induction due to reasons other than the impact of school closure or self-isolation. In both cases support plans should be in place, regularly reviewed at formal meetings, and the Appropriate Body appraised of progress on a regular basis.

The following applies to all NQTs on a part time contract and those 1.0 FTE NQTs whose induction commenced at an interim point in the 2019/20 academic year.

- The assessments should be completed as scheduled so as not to delay or extend the NQT induction period. If the assessment deadline falls during a period of school closure or self-isolation the review meeting should take place by phone, Skype, etc. As the assessments are available through NQT Manager online school closure is not a satisfactory reason for failure to complete the assessment on time.
- The professional discretion of the headteacher is to be used to determine the range and nature of evidence applied to inform the judgements.
- The number of days recorded in the assessment as absent are not to include school closure or self-isolation days.

- Where areas for development are identified that were principally caused by periods of school closure or self-isolation this should be noted in the assessment.
- The school is expected to take sympathetic account of the impact of school closure or self-isolation on the progress of the NQT.
- Identifying the NQT as a cause for concern at the point of assessment is only acceptable where the issues are clearly distinct from the impact of school closure or self-isolation (for example, they relate to unprofessional behaviour).

The following applies to NQTs who have been furloughed.

In the current situation some private providers have taken the decision to furlough teachers. Furlough means that the employee may not engage in what was their employed activity.

- The headteacher or induction coordinator needs to provide the appropriate body (nqt@strichardsc.com) with the date at which furlough started and an interim assessment for your progress at that point (blank copy available in NQT Manager/Resources section/NQT Induction 201920).
- The NQT induction is then on hold until such a time as the school notifies the appropriate body (nqt@strichardsc.com) that employment has resumed.

It is our wish to support NQTs in this situation as much as our powers allow. As the appropriate body we may be able to truncate NQT induction on their return from furlough. This can be undertaken with the agreement of the school, as long as the NQT is good or better in their progress towards the standards and has completed at least 130 school days in total (assuming 1.0 FTE).

Additional guidance.

Although we have attempted to be comprehensive in the guidance for this unique academic year there may be bespoke issues that the headteacher or induction coordinator wish to discuss. The appropriate body can be contacted during school days via the Helpdesk on NQT Manager, by email ([nqt@strichardsc.com](mailto:nqt@strichardsc.com)) or telephone (01424-731070 ext 289). We aim to respond within one school day. It helps our speed of response if one form of contact is used, rather than the same query sent via two or three contact points. The first point of contact for NQTs or tutors should be their induction coordinator or headteacher.

Wishing you well in this difficult time,  
Stephen Calladine-Evans  
(Designated lead)