



To: **All Headteachers/Principals**  
**All NQT Mentors and Coordinators**  
All Schools and Academies

**CHILDREN'S SERVICES & SKILLS**

Council House, Manor Square  
Solihull, West Midlands B91 9QB  
Tel: 0121-704 6620  
Email: [nchamberlain@solihull.gov.uk](mailto:nchamberlain@solihull.gov.uk)  
[www.solihull.gov.uk](http://www.solihull.gov.uk)

Your Ref.

Please ask for: Natasha Chamberlain

Our Ref.

Date: 13 July 2018

Dear Colleague,

**NQT Appropriate Body Support 2018-2019**

The Local Authority will continue to offer an NQT Appropriate Body service for 2018-19. The charge for using this service is £50.00 per NQT which includes registration, administration of assessment forms and phone/email support for NQTs and NQT mentors. We are no longer able to offer any training for NQTs but Tudor Grange Teaching School have arranged a CPD programme (copy attached) and you can book this training through us as usual. In addition we do offer a general core briefing and activities programme which can be found on the Extranet CPD page: <https://extranet.solgrid.org.uk/inset>

We ask that you complete all NQT and mentor details on the registration form included with this letter, along with their individual school email addresses. If you have **NO** NQTs in your school this year then please tick the necessary box and still return the document to us for Local Authority records. If you decide not to continue with us as your appropriate body, we would appreciate it if you could let us know.

Also attached with this letter you will find the 'Essential Checklist for Schools' which you are required to complete if you have any NQTs starting at your school this year, and you want the local authority to act as your appropriate body.

Please return both documents by email to: [NQTinduction@solihull.gov.uk](mailto:NQTinduction@solihull.gov.uk) or by post to Education Improvement Service, Council House, Manor Square, Solihull, B91 3QB. Please can you return these to us by **Friday 21<sup>st</sup> September 2018** at the latest so we can meet the NCTL deadline.

As you know, the NQT induction year is a statutory requirement. To support you we have an area on the Extranet specifically for NQTs at: <https://extranet.solgrid.org.uk/nqt> You will find a range of useful documents including assessment forms, guidance materials and The Solihull NQT Protocol. The protocol has some useful exemplars in the appendices and it can be downloaded as a pdf or word file. It would be helpful to ensure that your NQTs also know how to access the Extranet. If you have difficulty accessing this website please contact the ICT Service desk on 0121 704 6246.

If you have any queries or questions you have two points of contact – Fiona Catton/Kim Sherlock (administration) [NQTinduction@solihull.gov.uk](mailto:NQTinduction@solihull.gov.uk) or myself, [nchamberlain@solihull.gov.uk](mailto:nchamberlain@solihull.gov.uk)

Tel: 0121 704 6620. Please do contact us via phone or email if you have any questions at all.

It is also the mentor's responsibility to make sure that your NQT knows their point of contact in the LA, so that if they feel they would like to talk to someone outside of your school, they can do so in confidence. The Local Authority named colleague is:

**Susan Hickerton**

Email: [susan.hickerton@solihull.gov.uk](mailto:susan.hickerton@solihull.gov.uk)

Tel: 0121 704 6620

The deadline dates for each term's assessment this year are:

**Friday 14th December 2018**

**Friday 22nd March 2019**

**Friday 12th July 2019.**

Please do contact me if I can be of any further help.

Yours sincerely



**Natasha Chamberlain**

Education Improvement Adviser

Education Improvement Service

Learning and Skills Division

Enc: NQT Registration form  
Essential Checklist  
NQT CPD Programme