



To: **NQTs**  
All Schools and Academies

cc NQT Mentors and Co-ordinators

**CHILDREN'S SERVICES & SKILLS**

Council House, Manor Square  
Solihull, West Midlands B91 3QB  
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: CM/FC

Date: 3 September 2018

Dear Colleague

I am delighted that you have started your NQT year here with us in Solihull and I hope you have a great year throughout your induction period. I wanted to write and welcome you, and also to draw your attention to some key information.

On the Extranet you will find a dedicated area for Newly Qualified Teachers (under Whole School Issues) where you can access information and documents relating to your induction year including the Solihull NQT Protocol, assessment forms and guidance materials at:

<https://extranet.solgrid.org.uk/ngts> . The folder is called Documents for School Year 2018-2019.

Your school should be able to provide you with a username and password to access the Extranet site, but should you have any difficulties, please contact our ICT Service Desk on 0121 704 6246.

Your mentor will probably have told you that if you need to speak to someone within the Local Authority about your induction which can't be dealt with in your school, the person to contact is:

Susan Hickerton, Email: [susan.hickerton@solihull.gov.uk](mailto:susan.hickerton@solihull.gov.uk) Tel: 0121 704 6620.

I have also attached a list of the dedicated CPD offer for NQTs from Tudor Grange Teaching School. The Local Authority also offers a general core briefings and activities list that can be found on the CPD page of the Extranet at: <https://extranet.solgrid.org.uk/cpd>

I hope that you have sorted out any immediate queries with your mentor and that you are starting to formulate a plan and set dates for your half termly review meetings over the year.

I wish you every success and look forward to meeting as many of you as possible over the year.

Yours sincerely

**Natasha Chamberlain**  
Education Improvement Adviser  
Early Years & Education Improvement Service  
Learning and Skills Division

Enc. Tudor Grange NQT CPD offer