


Initial Teacher Training (ITT) – Placement Hosting Fee Policy

Responsibility	ITT Programme Director	Date doc. Created	10/12/2024
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Signature		Next review date	01/04/2026

Introduction

This document sets out the fee structure for schools and settings hosting student teachers completing their school placements while enrolled on their initial teacher training (Graduate Entry Early Years, Postgraduate Fee Funded (tuition fee-based) General Primary, SEND and Secondary programmes) with Best Practice Network (BPN).

It is a requirement of both the **Early Years Initial Teacher Training** and **Initial Teacher Training** programme criteria that all student teachers complete their training in two contrasting settings/schools. It is critical to ensure all student teachers are based in a supportive environment that can mentor* and guide future teachers.

All schools and settings must have a Good or Outstanding Ofsted grade. BPN will consider schools/settings who have either not been inspected or hold a Requires Improvement grade and will carry out a risk assessment to ensure the school has the capacity and suitable environment to host a student teacher.

*Additional support through our 'Flexible Mentoring Model' can be provided to remove the potential workload of mentoring where mentoring may be a barrier to hosting future teachers in training, further detail below.

Fee Structure

Schools and settings will be eligible to receive funding to support with the associated costs of hosting student teachers. To be eligible for the funding, the setting / school must be hosting the student teacher and provide a mentor who will be registered to receive access to our mentor support package.

Early Years Initial Teacher Training – Graduate Entry (EYITT GE)

Settings / schools hosting student teachers on the EYITT GE pathway will receive £60 p/w (paid in monthly instalments).

Typical host duration will be October to December (placement A) and January to June (placement B). Other placement durations may be agreed to enable flexibility for school/setting and/or student teacher circumstances.

Settings / schools hosting student teachers on the Graduate Employment Based (GEB) pathway are not eligible for placement hosting fees.

Initial Teacher Training (ITT) - Postgraduate Fee Funded (tuition fee-based) General Primary, SEND and Secondary

For student teachers commencing their training in February:

1. Placement A £900 (Host duration: Feb to July, paid in two instalments)
2. Placement B £550 (Host duration Sept-Dec, paid at the end of the placement)

For student teachers commencing their training between June and September

3. Placement A £1200 (Host Duration Sept to Dec and March to June, paid in two instalments)
4. Contrasting £250 (Host duration: Jan to Feb, paid at the end of the placement)

Please note the above fees are only applicable to settings/schools who provide a mentor to the student teacher. If the setting/school is unable to provide a mentor, they can opt to host a student teacher under our Flexible Mentoring Model. However, choosing this model will mean the setting/school will not be eligible to receive placement hosting fees, and where the school is hosting a student teacher undertaking the ITT programme, they will also not be eligible for the mentor grant funding**. Further detail below.

**Mentor grant funding is only available for schools hosting student teachers on the initial teacher training programme (General Primary, SEND and Secondary). It is not available to settings/schools hosting student teachers undertaking the EYITT programme.

Mentoring

Student Teachers are supported by a school/ setting mentor who meets with them weekly; they will observe the teaching and care of children, give Student Teachers feedback and work closely with the visiting personal tutor to complete continual assessment and target setting. There is list of activities which Student Teachers are required to focus on during each placement. These activities provide the basis for meetings and a record should be kept of all meetings by the Student Teacher.

Full detail about mentor requirements can be read here <https://www.bestpracticenet.co.uk/mentor>

Mentor grant funding is also available for schools hosting student teachers on the initial teacher training programme (General Primary, SEND and Secondary) and the nominated mentor at the school is undertaking the full mentor enhancement support package.

Mentor grant funding is available for 2024/25 academic year and is subject to change through Department for Education funding reviews.

Flexible Mentor Model – additional support for schools and early years settings

If your setting/school has limited capacity for mentoring, Best Practice Network can undertake the role on the school / setting behalf through our Flexible Mentor Model.

By opting for this unique offer, this will enable you to offer the student teacher a placement while easing the demand on your setting/school mentor workload and capacity, helping your setting/school participate with initial teacher training.

What does the Flexible Mentor Model look like?

- Mentoring is undertaken remotely by one of our BPN expert mentors.
- The BPN mentor will arrange meeting times and dates by working with the student teacher and placement school.
- The BPN mentor will set and review targets on Mosaic (online learning platform) with the student teacher on a weekly basis.
- The BPN Mentor will complete the termly interim reports in conjunction with the Student Teacher and Personal Tutor.

What are the expectations of the placement school when using the BPN Flexible Mentor Model?

- Observations in-school conducted by classroom teachers (for primary student teachers this includes a weekly informal observation and two formal observations per module and for secondary student teachers this includes a weekly formal lesson observation.)
- Observations completed using the BPN proformas and uploaded to Mosaic.
- Ensure student teachers have a timetable that provides a breadth of experience of subject knowledge and age groups.
- Ensure student teachers have a balance between teaching, observation and PPA time as per the guidance in the relevant School-based Training and Placement Quick Guides.
- Monitor student teachers' attendance at school-based training.
- Report any concerns regarding the student teacher's progress, attendance or welfare to the Personal Tutor in the first instance.

Payment

Fees will be paid to the school/setting by BPN for placement services at the applicable rate, as detailed above, as long as the student teacher completes 6 hours per day, per week (where a day is 6 hours, including a necessary break of half an hour) and the school/setting has also assigned a mentor to the student teacher.

Fees are payable as per the payment schedule below. In the event of early termination of the placement, fees will be paid on a pro rata basis. Where a student teacher leaves their placement early, or the setting/school is no longer able to continue acting as a host placement fees will be calculated on a pro-rata basis.

All schools / settings will be asked to agree to our self-billing arrangement to enable us to process invoices on your behalf.

Payment schedule

Payment will be made to the school/setting in either:

- two instalments if you are hosting a Graduate Entry (EYITT GE) student trainee or,
- two instalments if you are hosting an ITT student teacher on placement A or,
- 1 lump sum at the end if you are hosting an ITT student teacher on Placement B or Contrasting

You will be expected to submit an invoice at the end of the period.

A signed Placement Agreement must be received by Best Practice Network before payment can be processed.

