

# NQT Appropriate Body Registration Form 2019-2020

**Please do not use this form if your NQT was trained by Red Kite SCITT**

**If the NQT was trained by RKA SCITT please request an alternative form.**



Appropriate Body – Harrogate Grammar School, Teaching School for the Red Kite Alliance

1. School Details			
School Name:			
School Address:			
School Postcode:		School URN No:	
NQT Coordinator Name:		Invoice Contact name:	
NQT Coordinator Email:		Invoice Contact Email:	
NQT Coordinator Tel No:		Invoice Contact Tel No:	PO No.
2. NQT Details			
Surname:		Forename:	
Date of Birth:		Teacher Ref No:	
School Email Address:		Subject/Key Stage:	
Route taken to gain QTS:		Initial Teacher Training Provider:	
Start Date of Induction (dd/mm/yy):		Start Date with HGS as Appropriate Body:	
Full/Part Time:		If Part Time, give details, eg 0.5 or 40%:	
Permanent/Temporary Contract:		If temporary, give length of contract:	
Has the NQT already completed part of their induction elsewhere?			Yes / No
If Yes, please give name and address of previous school(s), start date and length of time/proportion of induction period completed and Appropriate Body. Please attach copies of any previous assessment forms.			
3. Induction Details			
Name of Mentor:			
Mentor's School Email Address:			
Has the Mentor undertaken Mentor Training? (If yes – where & when?)			
Proposed arrangements for NQT's 10% additional non-contact time:			
4. Pre-employment Induction			
Visits to school organised:	Yes / No		
School information/policies provided:	Yes / No		
Class/subject information provided:	Yes / No		
Career Entry Profile seen and used to inform Induction Programme:	Yes / No		
If you have answered No to any of the above, please explain why:			

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## 5. In-School Observations

Arrangements should be in place for the NQT to be formally observed at least once every half term. Please state who will undertake these observations and approximately when each one will take place:

It is good practice for NQTs to observe other experienced teachers at work. Please state briefly what arrangements have been made for your NQT to observe other teachers:

## 6. Review of Progress

NQTs should have regular meetings with a mentor (weekly or fortnightly). In addition, a more formal progress review should take place half-terminally and at the end of each period of induction (usually the end of each term).

Are these mentoring and review arrangements in place?	Yes / No
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If No, please explain why:

## 7. Assessment Forms

For Full time NQTs submissions one school term usually represents one period of assessment. Part time NQTs submissions should be made after each block of 63 working days has been completed. The Assessment Forms should be sent within 15 days of the end of each assessment period.

Expected end date of first assessment period	
Expected end date of second assessment period	
Expected end date of final assessment period	

## 8. Package Required for this NQT

Description	Cost per NQT	Tick package required
First assessment period	£50	
Second assessment period	£50	
Final assessment period	£50	

## 9. Declaration

We have received the NQT's transition document		Yes / No	
We can meet all statutory entitlements for this NQT		Yes / No	
We confirm the NQT is eligible and has approval to access the NQT provision		Yes / No	
Signature of an authorised signatory for the school		Date:	
Full Name (print):		Position:	

Please sign, scan and return to [redkitealliance@harrogategrammar.co.uk](mailto:redkitealliance@harrogategrammar.co.uk) and/or post to:  
NQT Induction Team, Red Kite Alliance, Harrogate Grammar School, Arthur's Avenue, Harrogate, HG2 0DZ