Letter must be printed on school letterhead, signed and returned to:

Admissions

Newman University

Genners Lane

Bartley Green

Birmingham B32 3NT

***{Date}***

Dear Admissions

I can confirm on behalf of ***{school name}*** that satisfactory checks for ***{applicant name} ({DOB})*** have been carried out by the school with regards to the following:

DBS

NCTL Prohibition List

Disqualification by Association

Health and physical capacity to teach

Right to work in the UK

With regards to salaried School Direct applicants, confirmation of compliance with Section C4.1 of the *Initial Teacher Training Criteria and supporting advice (February 2017)*, which states that “for the period of training all applicants must be employed as unqualified teachers8 at a school, and (except applicants employed in academies or independent schools) must be paid in accordance with at least point one on the unqualified teachers’ pay scale for the period of their training”.

With regards to salaried Academy or Independent school Trainees, confirmation that the applicant is paid in line with the salary scales of your institution.

Confirmation of compliance with Section C4.3 of the *Initial Teacher Training Criteria and supporting advice (February 2017)*, which states ‘’no applicant will be required to perform more than 90 per cent of the teaching duties normally required of a full-time qualified teacher’’.

I can confirm on behalf of the school that the applicant has undertaken Safeguarding and Prevent Duty Training as part of their induction.

Yours Faithfully

Headteacher

8 As defined by the latest School Teachers’ Pay and Conditions Document