

Arranging and conducting the in-school supervision visit on EDU409, November 2021

Year 4 students complete their Extended Placement from Sept. 12th – Nov. 19th, 2021 and for three weeks from Nov. 1st – 19th teach an Infant class.

Supervision during this three-week block consists of an in-school visit, a TEAMS 1:1 meeting and a TEAMS Group Meeting (sequence determined by the tutor). The in-school visit is conducted in a manner which complies with the *Guidance Note for School Placement, 2021/2022* issued on August 13th by the Teaching Council, with particular reference to section 4.2.1 (see below). Schools have been notified of the intention to conduct one in-school visit to each student in November and details of visit protocols will be issued to schools before the midterm break.

Arranging the tutor visit requires the co-operation of the principal, the teacher, the student and the tutor. School visits are an integral part of the student's mentoring process and the College is grateful to all parties for enabling the visit to occur in a manner which is safe and productive for all involved.

The following is the guidance for planning and conducting the in-school visit in November 2021:

The Tutor

Before the visit:

1. Complete the MIC Covid-19 Induction training (link to this on-line training will be e-mailed to all tutors by the course provider, CMSE).

Contacting the school principal before the visit:

2. Contact the school principal **prior to the mid-term break** (this may be linked to your EDU408 school contact) to let him /her know that:
 - a. You will conduct one visit to the student in November and with the principal's agreement you will liaise directly with the class teacher to arrange the date for this visit. However, if the principal requests that arrangements are made through him/her, that will be done.
 - b. You will visit only one school in a day, as per Teaching Council Guidance.
 - c. You will be in the school for approx. 2 hours.
 - d. You will submit a Covid-19 Health Declaration Form to the school (by email) within 48 hours of the school visit. The Form is on the SP Tutors moodle course.
 - e. If the school has a specific form/s to be submitted by the tutor in advance of the visit, this will be done. The student will be asked to forward any such form/s and any relevant visitor information, to the tutor who will return it to the school.

Contacting the school prior to the midterm break may help avoid delays to arranging the visits in November, particularly if the school requires the tutor to submit documentation other than the Covid-19 Health Declaration Form.

Arranging the school visit with the teacher:

1. The **student** discusses with the teacher a suitable time for the tutor to call the teacher. Student informs the tutor of the preferred day/time for this call.
2. Contact the teacher (or principal – see 2. b above) to arrange the date of the visit, informing the teacher that it will be conducted in accordance with Teaching Council guidelines. Use school number unless the teacher's number is provided. Once the date for the visit has been agreed with the teacher, inform the student.

In the school:

1. Wear a face-mask on entering the school grounds.
2. Remain at the door/Reception area until permitted to meet the principal/designated person.

3. Once in school: *Placement tutors will comply with the school's Covid-19 Response Plan including the following:*
 - a. *Complete the school's Contact Tracing Log for visitors.*
 - b. *Maintain physical distancing requirements as set out in the Department's guidance to schools.*
 - c. *Use face coverings*
 - d. *Clean/sanitise digital and other work devices after each school visit.*
4. Proceed to the student's room guided by the principal/designated staff member.
5. Speak with the teacher about the student's progress as you would normally, albeit in a socially distanced manner.
6. Remain in your designated seat/desk for the duration of the in-class visit. Request the student to arrange a suitable space in advance of the visit.
7. *Conduct the léirmheas off-site* on TEAMS at a time agreed with the student.

Documentation:

1. The student is requested to upload the day's lesson notes by 8.00pm the previous day to facilitate the tutor downloading them.
2. Tutors may bring their own device to school to review the student's documentation. Tutors are advised to download documentation to their desktop and not to be dependent on on-line access while in the school.
3. Tutors may opt to bring hard-copies of **the day's lesson notes**. This avoids the need to bring a device.
4. Tutors may request students to print **the day's lesson notes** and insert into the School File if not adhering to steps 2 or 3 above.
5. Tutors complete relevant sections of the EDU409 Assessment Form during the visit as they normally would on a school visit. (This is sent to the student after the 1:1 léirmheas).

Concluding the visit:

1. Thank the student for their assistance in arranging the visit.
2. Make brief and positive comments to the student on the teaching observed and **arrange a time for the TEAMS engagement**.
3. Thank the pupils for their co-operation during your visit and make general complimentary remarks.
4. Thank the teacher for facilitating the student's placement and your visit and make general comments on the student's teaching and engage with the teacher as appropriate.
5. Thank the principal for facilitating the student's placement and your visit, if it is feasible for you to meet the principal at this time.

The student:

The student's role in arranging the tutor's visit:

1. The College is grateful to the student for assisting with arranging the visit as the person 'on-site'.
2. Forward to the tutor any **school-specific Covid** related documentation required for the visit (e.g. **the school's visitor Covid Health Declaration Form** if required by the school). Discuss any such documentation with the principal. The tutor has already alluded to this documentation in the pre-midterm break call to the principal.
3. Request the teacher (or principal) for a date and time for the tutor to call him/her to arrange the school visit. The teacher may provide a number other than the school number for this call. Inform the tutor of the preferred time for this call to the teacher/principal.
4. Upload the **visit day lesson notes** to One Drive by 8.00pm the day before the visit to facilitate the tutor's access to them.

5. Print off **the day's lesson notes** only if requested by the tutor.
6. Arrange with the teacher a suitable space in the class for the tutor to observe his/her teaching.
7. The student will receive the EDU409 Assessment Form after the 1:1 engagement/léirmheas and will complete the student reflection section and return to the tutor.

Guidance Note for School Placement 2021/2022

4.2.1 School Placement On-Site Visit Protocol

This protocol clarifies the arrangements that should be adhered to in order to ensure that on-site visits can take place safely:

- HEIs will plan school placement visits in consultation with school management.
- HEIs will ensure that all placement tutors have completed Covid-19 induction training.
- HEIs will prioritise which student teachers will be visited so as to minimise the impact on schools.
- HEIs and the Teaching Council have agreed that in light of the exceptional circumstances, student teachers may be observed by only one placement tutor while on placement, unless the HEI determines that observation by an additional tutor is warranted.
- The following guidance has been approved for placement tutors to ensure that they can visit schools safely and in accordance with public health guidelines. These protocols are based on similar protocols developed by the Department of Education Inspectorate ('Safe Return to On-Site Work: Draft Guidance for Inspectors in Early Learning and Care (ELC) Settings, Schools and Other Settings').
 - I. Placement tutors will schedule the school visit in consultation with school management in advance.
 - II. Placement tutors will request the details of the school's specific arrangements for visitors.
 - III. Placement tutors should complete a Covid-19 health declaration before each visit to a school.
 - IV. Placement tutors will visit no more than 1 school per day.
 - V. Placement tutors will comply with the school's Covid-19 Response Plan including the following:
 - a. Complete the school's Contact Tracing Log for visitors.
 - b. Maintain physical distancing requirements as set out in the Department's guidance to schools.
 - c. Use face coverings
 - d. Clean/sanitise digital and other work devices after each school visit.
 - VI. Placement tutors will conduct post-observation feedback to student teachers off-site with student teachers i.e. either in a separate venue socially distanced, over the phone or via video call.
 - VII. Placement tutors will have minimised interactions with other persons while on site.

<https://www.teachingcouncil.ie/en/teacher-education/initial-teacher-education/school-placement/guidance-note-for-school-placement-2021-2022.pdf>