



Notes for Teachers (April-May 2021)

Professional Placement 3 / PME Professional Placement 2

Dear Class Teacher,

Many thanks for facilitating an MIC student in your classroom, particularly this academic year with the impact of Covid and postponed placements from last year. We are overwhelmed by the support from schools nationwide. On the weblink you will find the (i) Teaching Schedule for the placement, (ii) a copy of the Supporting the Student Teacher on Placement document and (iii) Information for Co-operating Teachers. The Teaching Schedule is designed to be as flexible as possible and is much reduced from previous years this year, due to Covid. Students will be encouraged to teach as often as they can, while understanding the need for class teachers to have access time with pupils, particularly this year. Students have an opportunity to consult with you on pupil needs on the 26th and 27th April in school.

Supervision and mentoring: Students are required to plan in light of the teacher's requests and to be open to receiving non-evaluative feedback from teachers, as per Teaching Council guidelines. In line with the agreement between the DES and stakeholders to minimise visitors to schools, our tutors will engage with students on-line and will not conduct school visits. The student will have three engagements with the tutor in the course of the placement and the tutor will contact the school also. As tutors will not observe students teaching, students are required to plan in light of the teachers' requests and to be open to receiving non-evaluative feedback from teachers, as per Teaching Council guidelines (see *Supporting the Student Teacher on Placement* and *Information for Co-operating Teachers*). The teachers' feedback is formative and not evaluative or assessment related, and the tutors' school contacts are designed to inform him/her of the school's perspective on the student's progress. Tutors welcome the teacher's perspective, and your perspective, on how the student is progressing. A visit to the school will be arranged if deemed necessary by the school.

Professionalism: As the pupils' welfare and learning is the central concern on placement, teachers are requested to bring any noteworthy issues of professional competence to the attention of the tutor and/or principal as appropriate. Courteous and professional engagement with all school personnel is expected. As a guest in your school, students are required to comply with the ethos of the school, and should any aspect of their professional endeavour cause concern, please contact me immediately. All students have been Garda vetted as per Circular 0031/2016 and will have their **Garda vetting letter** in a file. Each student has a **Joint Agreement** that requires a school personnel signature. Each student also has a **Statutory Declaration**, should you wish to see it.

Prior to beginning the placement, the student will submit a *Covid-19 Placement Commencement* form. Becoming familiar with the school's Covid-19 policy and routines is key to the first day in school for the student. Sections of the Department's *Roadmap for Re-opening Schools* (in particular all sections relating to Covid-19 procedures) and *Curriculum Guidelines* are required reading for students prior to commencing the placement. Students will send the school a Covid SP Commencement Form before April 26th by email in advance of attending school for the first day. Prior to this placement, all undergraduate students have completed a placement in a middle class (PMEs are on their first teaching placement), microteaching, and have taken College modules for professional placement readiness. I hope that the student will make a meaningful contribution to your school, by engaging professionally and proactively, and by creating learning opportunities for themselves and the pupils. Please note that any student absent for any reason more than 5 days will be required to complete the placement in May-June 2021.

To document the teacher's contribution to the student's placement an acknowledgement will be issued to him/her at the end of the placement. Should you prefer not to receive an acknowledgement of participation please inform us on schoolplacement@mic.ul.ie. I thank you and your staff in advance for facilitating the student's placement and for facilitating our College tutor contact calls to your school. Please do not hesitate to contact me in the course of the placement should the need arise.

Le dea-ghuí,

Eamonn Mitchell (Placement Co-ordinator), Eamonn.Mitchell@mic.ul.ie, 22nd March 2021