

Note to class teachers

A mhúinteoir,

Thank you for facilitating a student in your class for one of the Teaching Blocks on the Extended Placement. Prior to 4th Year, the student has completed eleven weeks of placement over three years, has completed all compulsory curriculum modules. I hope that the effort they make in your class reflects this experience and that the student makes the most of this his/her time with your class on behalf of the pupils.

The student will be in the school from September 12th – Nov. 25th and the **Extended Placement Weekly Schedule** indicates how this time is spent. The **Whole School Strands** outlines the whole-school dimension of the placement, various engagements which the student plans in collaboration with the teachers. The teaching blocks occur from Oct. 3rd – 21st and from Nov. 7th – 25th.

In preparation for teaching your class, the student is requested to discuss the **Consultation document** with you so that you can indicate to him/her what topics you would like addressed. The student is required to plan in line with your requests and to be cognisant of the curriculum principles of integration, collaborative learning and active learning.

As per Teaching Council guidelines, class teachers, Treoirí, are welcome to provide informal non-evaluative feedback to students. Students have been advised to take on-board any guidance and suggestions offered to them by the class teacher. MIC guidelines on providing feedback is attached, and is centred on the five competence areas - **Planning and Preparation, Classroom Management, Strategies for Teaching, Learning and Assessment, Reflective practice and Personal Qualities and Professionalism**. All such feedback is provided to support the student and is not evaluative or assessment related.

Tutors will visit students in school on five occasions over the placement and they are encouraged to be open to receiving feedback on the student's performance from you and your engagement with the student and tutor is appreciated. As the pupils' welfare and learning is the central concern on placement, please bring any noteworthy issues of professional competence to the tutor's attention.

MIC regards the teaching and learning discussions between teachers and students to be valuable and deserving of recognition in the spirit of the Teaching Council's Cosán policy. To document your contribution to the student's placement, an acknowledgement will be issued to you at the end of the placement - should you prefer not to receive an acknowledgement of participation please inform Joanne Keane (joanne.keane@mic.ul.ie). Thank you again for facilitating the student and for your co-operation with School Placement.

Thank you again for facilitating the student on his/her final placement and I hope that their time in your class will be productive and enjoyable for all involved.

Le gach dea-ghuí,
Dr. Neil Ó Conaill.