

Policy Identifier: Policy on Special Considerations for School Placement

Policy Title:	Policy on Special Considerations for School Placement
Description:	This policy describes how School Placements are assigned based on certain underlying principles and occasions where exceptional mitigating circumstances impinge on students
Author (Position):	Director of Undergraduate Studies
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Approved By:	MIE Governing Body
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Policy on Special Considerations for School Placement

1. Context

- 1.1. School Placement is a mandatory component of the Bachelor in Education (B.Ed.) (Primary) and Professional Master in Education (PME) (Primary) courses. The [Teaching Council](#) requires students to spend 30 weeks on School Placement on the B.Ed. (Primary) course and 24 weeks on the PME (Primary) course.
- 1.2. School Placement is an aspect of college life which necessitates the involvement of student teachers in an intensive period of work in schools. It is recognised that these placements require significant work from the student teacher both during the day in school and in the evening preparing for the following day.
- 1.3. Many of these placements are in schools sourced by the student. However, there are occasions when students are assigned classes by the School Placement Department in Marino Institute of Education (MIE).

2. Purpose

School placements are assigned based on certain underlying principles which are outlined below. However, there may be occasions where exceptional mitigating circumstances impinge on students. In an attempt to provide for such students, this policy has been put in place by the School Placement Department.

3. Benefits

This policy supports students who experience mitigating circumstances which have the potential to negatively impact on their ability to fully engage with the School Placement process.

4. Scope

School Placement is a mandatory component of the B.Ed. (Primary) and PME (Primary) courses.

5. Principles

A student's school for placement is assigned based on the following principles:

- 5.1. Schools are invited to host student teachers and the Institute can only use classes and schools which accept this invitation.

5.2. Students provide their term address at the start of the academic year and have a responsibility to inform the School Placement Department if this changes during the year.

5.3. Students are placed in accordance with the [Allocation of Students for the Purposes of School Placement](#) policy.

6. Definitions

A glossary of definitions relating to School Placement is provided by the [The Teaching Council](#) (2013, pp. 6-7)

7. Policy

7.1. Criteria for Application for a Special Consideration

Special Considerations should only be applied for if the circumstances meet the criteria outlined below:

- a. A medical condition necessitates the student being located in a particular location.
- b. There are exceptional mitigating circumstances impinging on the student's ability to engage positively with the school placement as assigned.

7.2. Procedure for application for a special consideration:

- i. Students must apply in writing via email or in a letter to the School Placement Leader.
- ii. This application must contain information relevant to the circumstances surrounding the application.
- iii. Students should note that they may be required to provide evidence to support their application e.g. letter from doctor or supporting letter from tutor¹.
- iv. This application must be received by the School Placement Leader by the assigned date.

7.3. Determination and reporting of outcome of applications:

- i. Each application will be examined on a case-by-case basis by the School Placement Department.
- ii. Further evidence may be sought in support of the application.
- iii. Where a student is successful in their application they may be:

¹ [Tutor System Policy](#) and [Tutor System Procedure](#)

- a. Placed by the Institute in a suitable class. This information will be communicated to them at the same time as the rest of the student body.
- b. Required to source a class in a school that will agree to take them for the placement.
- iv. Students should note that the time frame to locate this class will be limited.
- v. All students will be informed via email of the outcome of their application.

7.4. Review

This policy will be reviewed at the end of each academic year

8. Responsibility

The overall responsibility for this policy lies with the Director of Undergraduate Studies.

9. Related Documents

- 9.1. The Teaching Council [Guidelines on School Placement](#) (2013)
- 9.2. The Teaching Council [Initial Teacher Education: Criteria and Guidelines for Programme Providers](#) (2017)
- 9.3. [Code of Practice for Students with Disabilities](#)
- 9.4. [Consent to Disclose and Share Disability Information](#)
- 9.5. [Tutor System Policy](#)
- 9.6. [Tutor System Procedure](#)
- 9.7. [Allocation of Students for the Purposes of School Placement](#)
- 9.8. [Mentoring Policy for Students on School Placement](#)