

## Document Identifier: Requirements for Students on School Placement

<b>Policy Title:</b>	Requirements for Students on School Placement
<b>Description:</b>	This document provides information for students on matters relating to conduct on School Placement
<b>Author (Position):</b>	Registrar and Vice President (Academic Affairs)
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## Requirements for Students on School Placement

### 1. Professional:

- 1.1. Students are required to be familiar with the [Code of Professional Conduct for Teachers](#) and to work within it at all times when on school placement.
- 1.2. Students are required to behave in a professional manner at all times while on school placement. Courtesy and respect<sup>1</sup> will be shown by student teachers to staff, pupils, parents and placement tutors<sup>2</sup>.
- 1.3. Students are required to be appropriately dressed for school placements as per guidelines given at lectures. Denim (jeans including black denim, jackets, skirts or shirts) are not considered appropriate. Suitable clothing should be worn for Physical Education lessons.
- 1.4. Students have been directed to preserve confidentiality within the school and to preserve pupil confidentiality by not identifying any child by name when recording data in folder.
- 1.5. Students MUST NOT refer to their pupils, their school, its locality or any member of the school community on social media or in any other public forum.
- 1.6. Students MUST NOT photograph or video children for any purpose without first having received the explicit permission of the class teacher and then only in accordance with relevant school policies.
- 1.7. Punctual complete attendance is required<sup>3</sup>. Students must be present before school begins and remain in the school for the full school day.
- 1.8. Absenteeism<sup>3</sup>: When a student is too ill to attend school the student **must** contact school principal or class teacher as appropriate, contact their placement tutor and contact the school placement office at 8057743 or [schoolplacement@mie.ie](mailto:schoolplacement@mie.ie)

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<sup>1</sup> See [Dignity and Respect Policy](#)

<sup>2</sup> See [Mentoring Policy for Students on School Placement](#)

<sup>3</sup> See [School Placement Attendance Policy](#)

- 1.9. **All** these calls must be made as soon as possible to facilitate planning for the day. Where a student is absent for more than two days, a medical certificate must be furnished within a week of the days missed.
- 1.10. **All** absent days must be compensated and a letter to this effect from the principal must be submitted to the School Placement Office. This letter is available on Moodle. It is a student's responsibility to return this letter to the School Placement Office. Failure to make up days or return the letter of certification will result in a student's exam results being withheld.
- 1.11. Students must have Garda clearance through state vetting procedures organised through the Institute before being placed in schools or other educational settings<sup>4</sup>. All students are required to complete TUSLA e-training.
- 1.12. Attendance at all school placement studies modules, pre-placement meetings, school experience days and school placement days is mandatory and evidence in the form of a doctor's note must be provided for lack of attendance on medical grounds. Students whose attendance is unsatisfactory may be refused permission to take School Placement as per the [School Placement Attendance Policy](#). If attendance during placement is deemed unsatisfactory the student will be deemed to have failed the placement block for non-attendance.
- 1.13. Please notify the School Placement Office (8057743/[schoolplacement@mie.ie](mailto:schoolplacement@mie.ie)) immediately if there are any changes in your allocated school placement.

## **2. Planning and Preparation:**

- 2.1. All students are expected to demonstrate an ability to plan for their age group in all taught curriculum areas.
- 2.2. When the student is not teaching the class, the following requirements apply:
  - i. **Visiting Teachers:** Students, who have visiting teachers come in to deliver curriculum areas are expected to write observation reports for these classes and file them into the section of their folder titled

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<sup>4</sup> See [Garda Vetting for Students Procedure](#)

Observation Tasks. **They also required to plan a scheme (where appropriate) and at least three lessons for that subject over the duration of the School Placement period and gain experience in teaching at least one lesson before the end of School Placement.**

- ii. **Class Teacher:** Where a class teacher takes the class for a specific period each day (or 3-4 times a week), to work on e.g. phonological awareness, spelling etc. the student is required to produce written notes of their observations of and learning from these sessions.
- iii. **Multi-Class:** Students are not required to write out more than one lesson plan when working in multi-class settings. They are expected to indicate in their lesson plan the activities other class groupings will be engaged with when not directly engaged with the teacher. Where students teach lessons common to two or more groups, they are expected to write out one lesson plan and indicate differentiation in the objectives, content, activities and assessment sections of the lesson plan as appropriate.

2.3. In the unlikely event that a student does not have a prepared lesson plan, they will be awarded zero for planning & preparation. The student will also be awarded zero for teaching & learning as the placement tutor will not observe a lesson which has not been planned.

2.4. It is important that learning objectives are age and stage appropriate, clearly stated and capable of being achieved within the duration of the time given.

2.5. It is important to vary the range and type of questions used and to include a sample range of thought- provoking questions in short term planning.

2.6. Students may be required to submit schemes of work and lesson plans prior to and/or post placement.

### **3. Teaching and Learning:**

3.1. Every student must gain experience teaching every curriculum area of the delivered programme during school placement<sup>5</sup>.

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<sup>5</sup> See [School Placement Handbook](#)

- 3.2. Short term plans (lesson plans or daily plans as appropriate) must be prepared for every lesson taught. Class breakers, rhymes, songs etc. that are not discrete lessons do not require lesson plans.
- 3.3. Resources must be prepared for every lesson. These will include posters, photographs, pictures, charts, manipulative materials, interactive resources where an interactive whiteboard is available, worksheets etc. Resources will be used to engage and motivate children and to reinforce content taught and will be chosen and prepared well in advance of the lesson.
- 3.4. Classroom displays must be organised outside of teacher/pupil contact time.
- 3.5. Work assigned to and completed by pupils should be appropriately corrected in a timely fashion.

#### **4. Supervision:**

- 4.1. Students are generally not supervised on their first settling in day but can be supervised on all other days, including the last day and make up days.
- 4.2. Each student in every year cohort will receive two visits over the school placement period. Subsequent visits are at the discretion of the School Placement Coordinator<sup>6</sup>. It is envisaged that the majority of students will receive two visits only.
- 4.3. Every School Placement visit is independent.
- 4.4. Students overall school placement grade is an average of the combined number of visits received on placement.
- 4.5. Students who are 'i mbaol' may receive a third visit at the discretion of the School Placement Coordinator. Students who are i mbaol because of a lack of preparation are not guaranteed a third visit.
- 4.6. In response to teachers' requests for pupil contact time, students have been directed to agree with their teacher designated time blocks.

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<sup>6</sup> See [Policy on Requesting Additional Assessed Visit During School Placement](#)

- 4.7. It is the student's responsibility to communicate to the placement tutor<sup>7</sup> unsuitable times for supervision purposes in advance of the School Placement.

## **5. Related Documents**

- 5.1. [School Placement Handbook](#)
- 5.2. [School Placement Attendance Policy](#)
- 5.3. [Policy on Requesting Additional Assessed Visit During School Placement](#)
- 5.4. [Mentoring Policy for Students on School Placement](#)
- 5.5. [Dignity and Respect Policy](#)
- 5.6. [Garda Vetting for Students Procedure](#)

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<sup>7</sup> See [Mentoring Policy for Students on School Placement](#)