

**Policy Identifier:** Allocation of Students for the Purposes of School Placement

<b>Policy Title:</b>	Allocation of Students for the Purposes of School Placement
<b>Description:</b>	The purpose of this policy is to ensure that students are assigned to schools in a fair and consistent manner across all year groups on the Bachelor in Education and Professional Master in Education courses
<b>Author (Position):</b>	Vice President (Academic Affairs) and Registrar
<b>Version:</b>	2
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## Allocation of Students for the Purposes of School Placement

### 1 Context

School Placement is a mandatory component of the Bachelor in Education (B.Ed.) (Primary) and Professional Master of Education (PME) (Primary) courses. The [Teaching Council](#) (2017) requires students to spend 30 weeks on School Placement on the B.Ed. (Primary) course and 24 weeks on the PME (Primary) course.

### 2 Purpose

The purpose of this policy is to ensure that students are assigned to schools in a fair and consistent manner across all year groups on the B.Ed. and PME courses.

### 3 Benefits

According to The [Teaching Council](#) (2017, p.13) School Placement should provide opportunities for student teachers to:

- 3.1 Integrate theory and practice;
- 3.2 Plan for, and undertake, class teaching, learning and assessment using a wide range of strategies;
- 3.3 Develop classroom, organisational and behaviour management skills;
- 3.4 Observe experienced teachers teaching and be involved in a wide range of school activities;
- 3.5 Reflect critically on their practice;
- 3.6 Receive and respond to feedback on their practice;
- 3.7 Seek and receive advice and guidance in a supportive environment.

### 4 Scope

This procedure applies to students on the B.Ed. (Primary) and the PME (Primary) undertaking School Placement.

### 5 Principles

- 5.1 School Placement is a mandatory and assessed component of the B.Ed. (Primary) and PME (Primary) courses.
- 5.2 Students must undertake School Placement in schools recognised by the Department of Education and Skills.

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- 5.3 Students must undertake School Placement in classes corresponding to the content delivered in lecturers that year i.e. junior/middle/senior classes.
- 5.4 The Marino Institute of Education (MIE) School Placement programme is in line with the recognised quality assurance standards for school placements, as per the Teaching Council [Guidelines on School Placement](#) (2013).
- 5.5 MIE is committed to ensuring students have the opportunity to experience high quality placements in a variety of settings (urban/rural/Delivering Equality of Opportunity in Schools (DEIS)/Gaelscoileanna, scoileanna Gaeltachta/Special Educational Needs/small schools/alternate education providers) over the course of their initial teacher education programme.
- 5.6 The School Placement department works with schools, and maintains regular communication with schools, to ensure that undue burden is not placed on schools.
- 5.7 The MIE School Placement programme is structured so that, when on placement, students develop pedagogical content and skills, nurture their professional dispositions, become reflective practitioners and hone their professional identity.

## 6 Definitions

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

## 7 Procedure

### 7.1 B.Ed. 1/2/ PME Spring Placements

- 7.1.1 Normally, placements are sourced by the student in accordance with school placement requirements for that year group. From 2019 onwards, MIE is sourcing the placements for all of B.Ed. 1, as the students are undertaking their placement in pairs.
- 7.1.2 When a student is unable to source a school they will be required to send a complete list of the schools they have contacted to the School Placement Department. On receiving this list the School Placement Department may advise the student to widen their search area, suggest particular schools to contact or, in exceptional cases, place the student in a school.

## **7.2 B.Ed. 3/PME 1 Autumn**

- 7.2.1 Normally, students are placed by the School Placement Department for these placements.
- 7.2.2 Schools for B.Ed. 3/PME 1 autumn placements are sourced in June of the previous academic year and confirmed by the School Placement Administrator in early September,
- 7.2.3 Students are assigned according to the term address provided to the School Placement Department at the beginning of September.
- 7.2.4 Students are placed in a school within a reasonable commute of their term address (the average commute is approximately one hour by public transport/car but this can vary depending on schools available in particular areas)
- 7.2.5 B.Ed. 3 students who have a longer commute in autumn will be prioritised for a school within a shorter commute for spring placement.
- 7.2.6 Sometimes it is necessary to place students living on or near campus in schools in Kildare or Louth. In these circumstances the School Placement Department will organise a bus to bring students to/from school, leaving campus at 7am. Students are expected to contribute the cost of a monthly Leap Card for this transport arrangement. All monies must be paid in advance.
- 7.2.7 Every effort is made to ensure that B.Ed. 3 students have one infant placement and one 1<sup>st</sup>/2<sup>nd</sup> class placement in year 3. However, as this is dependent on class availability, some students may have two infant placements.
- 7.2.8 An effort is made to provide a DEIS experience for one of the placements for year 3 students. However, this is dependent on school availability in each particular year.
- 7.2.9 PME 1 students are placed in a senior class in schools in the greater Dublin/commuter belt area – 3<sup>rd</sup>-6<sup>th</sup> class.
- 7.2.10 Students may request a Gaelscoil for these placements.
- 7.2.11 Students may request to be placed nearer their home, in accordance with the Special Considerations Policy (available on Moodle).

## **7.3 Advanced School Placement (B.Ed. 4/PME 2)**

- 7.3.1 Students submit three nomination forms (detailing possible schools for placement) to [blockrelease@mie.ie](mailto:blockrelease@mie.ie) early in semester 2 of the previous academic year. Hard copies are submitted during Professional Studies lectures.

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- 7.3.2 Guidance on filling in the nomination forms is given during Professional Studies lectures.
- 7.3.3 A 5-stage process is undertaken when allocating students to schools for the Academic Success Programme (ASP):

### Stage 1 – Nomination

- i. Nominations are looked at individually by the School Placement Department;
- ii. Incomplete nomination forms are returned and are to be re-submitted;
- iii. The School Placement Department reviews all locations to ensure that there is no overlap of requests for a particular school. Some schools may take more than one student but this is organised on a case-by-case basis;
- iv. In a situation where two more students nominate the same school, priority is given to the student who already has a connection to the school (i.e. past pupil, previous placement experience, link to research project, known to the school etc.). In the absence of these selection criteria, students are chosen randomly;
- v. One school per student is approved by the School Placement Department;
- vi. Students cannot contact schools during this period.

### Stage 2 – Notification

- i. The School Placement Department meets with each student individually to inform them of their approved school;
- ii. Students are notified if this school is to be approached by the student or by the School Placement Department.

### Stage 3 – Contacting Schools

- i. If a student is contacting a school they are given a pack to bring to the school and a form to be returned to the Education Office;
- ii. If a school is unable to host a student, a student cannot proceed to their next option until it has been approved by the School Placement Department;
- iii. If the School Placement Department is approaching a nominated school, a member of the team will ring the school and may submit the electronic copy of the nomination form and the ASP pack to the school;
- iv. If the school confirms the placement, they are asked to return the completed acceptance form to the Education Office;
- v. Schools may wish to call a student to interview in advance of confirming a placement in the school;

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- vi. If a school is not in a position to host the student, the School Placement Department will proceed to the next available option.

### Stage 4 – Additional Nominations

- i. In some circumstances, additional nomination forms/ list of potential schools may be requested from individual students. The School Placement Department will work closely with students in these situations to ensure the speedy confirmation of a school. This can be a lengthy process depending on school availability in particular geographic areas;
- ii. Students are requested to check their emails regularly during the months of May/June.

### Stage 5 – Notifying Students

School lists are published on Moodle during September.

## 8 Responsibility

The overall responsibility for this procedure lies with the Dean of Education: Policy, Practice and Society.

## 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 [Policy on Special Considerations for School Placement](#)
- 9.4 [Code of Practice for Students with Disabilities](#)
- 9.5 [Consent to Disclose and Share Disability Information](#)
- 9.6 [School Placement Attendance Policy](#)
- 9.7 [Required Number of Children in a Class for the Purposes of School Placement](#)