

Policy Identifier: Policy on Requesting an Additional Assessed Visit
During School Placement

Policy Title:	Policy on Requesting an Additional Assessed Visit During School Placement
Description:	To ensure that there is a clear procedure for all parties involved in school placement to request an additional visit.
Author (Position):	Dean of Education: Policy and Practice
Version:	2
Approved By:	MIE Governing Body
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Date of Next Policy Review:	April 2023 (or as necessary)

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1 Context

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

1.2 Normally students receive two assessed visits during each period of placement. However, in exceptional circumstances the Tutor¹, school, or the student may request an additional visit. This may be because:

- i. The Tutor¹ feels that the student is at risk of failing the placement, for either academic or professional reasons;
- ii. The school staff are concerned that the student is not engaging professionally in the placement;
- iii. The student feels that the assessment process has not been conducted in a fair manner².

2 Purpose

The purpose of this policy is to ensure that there is a clear procedure for all parties involved in school placement to request an additional visit. This includes:

- i. Students
- ii. Tutors
- iii. School Principals, host teachers

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

² See [Re-check/Re-Mark of Assessments Procedure](#), [Appeals Policy \(Academic Progression\)](#), [Postgraduate Appeals Process](#), [Court of First Appeal Process](#) and [Court of Second Appeal Process](#)

3 Benefits

The benefits of this policy for requesting an additional visit on school placement are:

- i. Streamlining of communications received from parties involved in school placement;
- ii. Timely response to requests for an additional visit;
- iii. Written documentation of all requests and the actions taken.

4 Principles

4.1 That all involved in the process of school placement are aware of and exemplify the core values of the teaching profession as outlined in the [Code of Professional Conduct of The Teaching Council](#):

- i. Commitment
- ii. Quality of Education
- iii. Student-Centred Learning
- iv. Responding to Change
- v. Professional Development
- vi. Holistic Development
- vii. Cultural Values
- viii. Social Justice
- ix. Equality and Inclusion
- x. Collegiality
- xi. Collaboration
- xii. Respect
- xiii. Care
- xiv. Co-operation

- 4.2 That all involved are aware of the Professional Guidelines for Tutors and students as specified in the [School Placement Handbook](#).
- 4.3 That the centrality of the child as learner is integral to the entire process.
- 4.4 That the policies and practices of schools are respected by all involved.
- 4.5 That the highest standard of professionalism in all its manifestations is evidenced by all involved.
- 4.6 That all students are familiar with the MIE Safeguarding Policy³ and that they are made aware of (i) their host school's policies relating to child protection, (ii) the procedure for reporting concerns about a placement, (iii) the designated person in the host school to whom these concerns should be reported and (iv) the Board of Management of the host school are given a record of each student undertaking to adhere to the child protection policy in the school. Each student undertaking school placement will sign a form acknowledging the above information has been received⁴.

5 Definitions

A glossary of definitions relating to school placement is provided by the [Teaching Council - Guidelines for School Placement Glossary \(2013, pp. 5-6\)](#).

6 Policy

- 6.1 All requests for an additional visit are to be emailed to schoolplacement@mie.ie.
- 6.2 All persons seeking the additional visit should use Form 1 and return it by email to schoolplacement@mie.ie.

³ See [Child Safeguarding Statement](#), [Safeguarding Policy: Children](#) and [Safeguarding Policy: Vulnerable Persons](#)

⁴ See [MIE Child Protection and Safeguarding Form](#)

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During School Placement

Foirm 1: Cúiseanna imní a ardaíodh ar Shocrúcháin Scoile
Form 1: Request for additional visit during School Placement

Ainm: Name:		Clár: Programme:	B.Oid. B.Ed.	MGO PME
Bliain: Year:	1 2 3 4	Dáta: Date:		
Scoil: School:		Rang: Class:		
Cúlra: Background information:				
Ardaíodh le: Raised with:				
An chaoi ar tugadh aghaidh ar an gcás: Action taken:				
Síniú: Signature:		Dáta: Date:		

Policy Identifier: Policy on Requesting an Additional Assessed Visit

During School Placement

6.3 This form will be used to log all actions relating to the request and will be kept as a record on file by the School Placement Department⁵.

6.4 The School Placement Coordinator will then consult with all relevant parties and reach an informed decision. Where possible, depending on resources and the time available, an additional exceptional visit will be scheduled.

6.5 All parties will be informed of the outcomes of discussions.

6.6 When a student is seeking an additional visit following an assessed visit, it must be done within 24 hours of the assessed visit.

6.7 Possible actions relating to assessed visits:

- i. Post-placement review of the School Placement folder;
- ii. Additional assessed visit, if time allows;
- iii. Re-allocation to a new School Placement Tutor;
- iv. Requirement for student to take additional placement days (in May/June) in order to allow for an additional assessed visit.

7 Responsibility

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

8 Related Documents

- 8.1 [The Teaching Council Guidelines on School Placement \(2013\)](#)
- 8.2 [The Teaching Council School Placement Information](#)
- 8.3 [The Teaching Council Initial Teacher Education: Criteria and Guidelines for Programme Providers \(2017\)](#)
- 8.4 [The Teaching Council Code of Professional Conduct](#)
- 8.5 [School Placement Handbook](#)

⁵ See [Record Management Policy](#) and [MIE Records Retention Schedule](#)

- 8.6 [Policy on Special Considerations for School Placement](#)
- 8.7 [Mentoring Policy for Students on School Placement](#)
- 8.8 [School Placement Attendance Policy](#)
- 8.9 [Required Number of Children in a Class for the Purposes of School Placement](#)
- 8.10 [Allocation of Students for the Purposes of School Placement](#)
- 8.11 [MIE Child Protection and Safeguarding Form](#)
- 8.12 [Child Safeguarding Statement](#)
- 8.13 [Safeguarding Policy: Children](#)
- 8.14 [Safeguarding Policy: Vulnerable Persons](#)
- 8.15 [Re-check/Re-Mark of Assessments Procedure](#)
- 8.16 [Appeals Policy \(Academic Progression\)](#)
- 8.17 [Postgraduate Appeals Process](#)
- 8.18 [Court of First Appeal Process](#)
- 8.19 [Court of Second Appeal Process](#)
- 8.20 [Record Management Policy](#)
- 8.21 [MIE Records Retention Schedule](#)