# **PME 24/25 School Placement Agreement – School Agreement Form**

*Foirm Aontaithe Scoile um Chleachtadh Múinteoireachta 2024-25*

**University of Galway** [Ollscoil na Gaillimhe]

**Year 1 of the Professional Master of Education [PME] Course 2024-2026**

**Applicants who have secured a recognised second-level school for their school placement must have this Certificate completed by the School Authority and returned to the School of Education, University of Galway.** Ní mór d’iarrthóirí a bhfuil ar intinn acu cleachtadh múinteoireachta ar an modh leanúnach nó ar an modh dianchleachtaidh an Teastas seo a fháil comhlánaithe ag an Údarás Scoile agus é sheoladh ar ais chuig Scoil an Oideachais, Ollscoil na Gaillimhe.

1. **Name and Address of Applicant/Ainm agus Seoladh an Iarrthóra:**

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1. **Name and Address of School/Ainm agus Seoladh na Scoile:**

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1. **Tick one of the following**/Cuir tic le ceann amháin díobh seo

Shape**Secondary**/Méanscoil

Shape**Vocational** **Schools and Community Colleges (ETB)/**

ShapeGairmscoileanna agus Coláistí Pobail (ETB)

Shape**Community**/Pobalscoil and/or **Comprehensive**/Scoil Chuimsitheach

Shape**Other**/Cineál eile

1. **I certify that the above-named applicant has been permitted to conduct School Placement in this school during the school year 2024/25 for the purposes of Year 1 of the Professional Master of Education (PME) Course 2024-2026 and in accordance with the School Placement Agreement of the School of Education, University of Galway, subject to the required Garda Vetting process.**

**Signature of School Authority:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Síniúchán an Údaráis Scoile:

**Date/Dáta** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE COMPLETE and RETURN this form by Friday, 9th August 2024 to PME Administrator,** School of Education at [conatys@universityofgalway.ie](mailto:conatys@universityofgalway.ie)

**School Placement Agreement - Professional Master of Education (PME)**

* School Placement (SP) will be carried out in accordance with the Regulations of the University and of the Teaching Council, in a recognised second-level school.
* During their school placement, student teachers should endeavour to become fully integrated into the school community.
* During their school placement, student teachers will be working closely with their university tutor, assigned by the School of Education. Schools assign cooperating teachers who will provide school-based support for student teachers during the school placement.
* Schools should provide a brief ***school orientation*** for student teacher(s) before the commencement of the school placement to introduce student teachers to the school‘s ethos and mission, key policies, including the school’s child protection policy, daily routines, details of the pastoral structures of the school, learning support teams, guidance counselling work and extra-curricular activities. We encourage principals/PME coordinators to specify the school’s expectations of student teachers on placement during this introductory meeting.
* Ideally, teaching practice classes are to be conducted in subject(s) in which the student teacher is qualified to degree level and for which s/he will be registered by the Teaching Council.
* **During Year 1 of the PME1, student teachers are required to teach approximately 8-10 classes (for 40 min classes) or 6-8 classes (for 60 min classes) per week throughout their placement. Some of the classes can be used for team-teaching, classroom assistance, resource teaching and/or similar teaching-related activities.**
* The normally required minimum class size is **12 students**. In special circumstances class sizes might be smaller in some subjects and/or schools. In case of smaller class sizes student teachers need to contact the PME programme director.
* While students benefit greatly from assisting teachers with class groups such as ***Special Educational Needs, Junior or Leaving Certificate Examination Years*,** they may not be given full responsibility for a regularly scheduled class with such groups. If a school would like a student teacher to teach exam classes, approval is subject to the cooperating teacher committing to working closely with both the student teacher(s) and their school placement tutor.
* Student teachers will prepare for their classes (with lesson and/or unit plans), in accordance with School of Education guidelines. Student teachers will retain softcopies of all lesson and unit plans in their School Placement Folder (softcopy on one drive) and make same available to their tutor/cooperating teacher/principal/lecturers on request.
* During their school placement, student teachers are required to ***experience “school life outside the classroom”*** and get involved in ***extracurricular activities***. Please see a list of suggested activities for student teachers outside of their teaching practice hours below:
  + Participation in school-based orientation programmes;
  + Structured observation of classroom practice;
  + Team teaching with/supporting experienced teachers in the classroom;
  + Supporting student assessment for and of learning;
  + Engaging in other teaching and learning activities such as learning support, resource teaching;
  + Attendance at staff meetings and/or staff training, as appropriate;
  + Professional conversations with experienced teachers;
  + Supported engagement with parents, as appropriate;
  + Structured and supported participation in school life and extracurricular activities, as appropriate.

All student teachers on the PME programme are covered by the ***university’s insurance*** during their school placement as it is an integral element of their studies. University of Galway facilitates ***Garda vetting*** for all PME students (at the beginning of PME Year 1) and students are advised that they are required to share their Garda vetting disclosure with their placement schools before they commence their placement. **Please ensure to check Garda vetting disclosure for all student teachers before the start of their placement.**