

Address

Date

Re: School Placement 2020-21

Dear [insert name of principal],

My name is XX and I will be a **first year PME** student teacher in Maynooth University next year (2020-21). As part of my course, I am seeking a placement in your school for XX subject and XX subject next year. *Include some information about yourself and your work/educational experiences/ Also include some information about the school you are applying to and how you might be able to contribute to its events and activities/ refer to your attached CV.*

First year PME student teachers are on placement on **Thursdays and Fridays** throughout the school year. They also undertake a block placement of 3 weeks in January 2021. Following a period of observation in September, student teachers are expected to teach 4 classes per week (late September to December) and this increases to 6 classes in semester 2 (February to May). In addition, they are expected to observe or team teach two 3<sup>rd</sup> year exam class from February to May so they gain experience of preparing students for the State Examinations. During block placement in January 2021, student teachers should teach 10 classes across each week.

During placement, student teachers will be visited on a number of occasions by a placement tutor and a university tutor. It is expected that student teachers will support school activities and participate as fully as possible in the life of the school throughout the year. Activities could include:

- Acting as team teachers under the direction of an experienced teacher
- Assisting with one-to-one tuition and small group teaching
- Supporting the school's co-curricular and extracurricular activity programme
- Providing assistance with school-based subject clubs
- Mentoring students for competitions and activities (e.g., Young Scientist, Young Social Innovators, Debating Teams, Development Education, SciFest)
- Assisting the school with gathering and analysing data for school self-evaluation as part of their research projects

I hope that you will look favourably on my application. I would be more than happy to meet with you to discuss how I might be able to contribute to your school on placement next year. I look forward to hearing from you at your earliest convenience.

Le gach dea-ghuí,

<<insert your name>>

<<insert your contact details>>