Address

Date

Re: School Placement 2022-23

Dear [insert name of principal],

My name is XX and I will be a **first year PME** student teacher in Maynooth University next year (2022-23). 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 2023.

|  |  |
| --- | --- |
| **School Placement Days** | Thursday & Friday |
| **Semester 1** | 4 classes per week (40 mins)**or**3 classes per week (1 hour) |
| **Block – January 2023** | 10 classes per week (40 mins)**or**8 classes per week (1 hour) |
| **Semester 2** | 8 classes per week (40 mins)**or**6 classes per week (1 hour) |

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>>**