



## **Solid Foundations Primary School**

### **Student Teacher Policy (2023/11)**

Solid Foundations Primary School recognises that student teachers need exposure to live classroom teaching in order to become competent teachers. The school endeavours to support student teaching practical programmes as long as it does not compromise the quality of teaching currently given at the school. The following criteria will be adhered to, to ensure that the teaching practical experience is a positive one for all parties concerned.

1. Student teachers may only attend Solid Foundations after gaining permission to do so from the school principal. The application procedure entails completing an online application (<https://forms.gle/vmNFPbW5BxLbLUa8A>) to which the principal will reply.
2. Student teachers are not paid to do their teaching practicums at the school.
3. Only one student teacher may be allocated to the tutorship of one mentor teacher at a single time.
4. Student teachers are only invited for a maximum period of two continuous weeks in any single mentor teacher's classroom, and a maximum period of 6 continuous weeks in the school. In the event of the student's institution requiring a week-on-week-off practicum experience, the school will not allow more than 6 "week-on" weeks at the school.
5. Presentation lessons must fulfil the following criteria:
  - 5.1. Student teachers are only permitted to present a maximum of 2 lessons per week. Should their course require a heavier teaching load, special permission must be granted by the principal.
  - 5.2. It is the responsibility of the student to notify the mentor teacher as to the exact number of lessons he/she will be presenting (not exceeding point 5.1.), the date of these lessons and the length of the lessons (as agreed on between the mentor teacher and student teacher).

5.3. Written lesson plans of the intended presentation lessons must be given to the mentor teacher at least 24 hours prior to the presentation lesson. Lesson plans must include the following:

*5.3.1. The lesson topic.*

*5.3.2. The objective of the lesson.*

*5.3.3. The intended activities planned for pupils and resources to be used.*

*5.3.4. The intended assessment method to be used (if applicable).*

*5.3.5. Samples of any worksheets or intended projects.*

5.4. Once lesson plans have been approved by the mentor teacher, the student may use school resources (photostats or paper) to prepare for pupil activities. Student teachers may NOT use school resources to create their own teaching aids e.g. posters, paints, laminations or prints, unless permission has been given by the school principal and the student teacher reimburses the school.

6. In the event of an absent teacher, student teachers may be requested to substitute a class. The school may not ask a student teacher to do so more than 1 day per week.

7. The school does not require student teachers to do any extra-mural activities. If the student teacher is required to do so by their institute, he/she may select any extra-mural that the school offers (listed on our website) and make private arrangements with coaches or teachers to do so.

8. Student teachers are expected to do break duties with their mentor teachers.

9. Student teachers may not smoke or drink alcohol on the school premises.

10. Student teachers may not use their cell phones during the course of the school day, except during breaks (assuming the student teacher is not on break duty). It is regarded as rude for the student teacher to be using social media instead of being mentally present during the practicum experience.

11. Student teachers may not be excused to leave the school premises during the course of the school day for any event other than an emergency.

12. The dress code for student teachers is relatively casual. The following is not permitted:  
faded or ripped jeans, leggings or tight pants without a long top covering the buttocks, and any tops exposing midriff or cleavage. Please remove any body piercings (other than earrings) and cover any obvious tattoos.
13. Student teachers are expected to be present from 7h20 until 13h00 daily (foundation phase) and from 7h20 until 14h10 daily (intermediate and senior phase).
14. It is not appreciated if a student teacher gives the mentor teacher or principal their assignment booklet/ teaching practical guide from their institute "to read through". It is not the responsibility of the principal or mentor teacher to sift through instructions and guidelines from various institutions to determine any points of relevance. The student teacher can verbally summarise any unique points of relevance if necessary. If a mentor teacher needs to allocate marks to a student teacher for a presentation lesson, the rubric and/or score sheet must be given to the mentor teacher at least 24 hours before the presentation lesson.