Letter requesting school placement for the student

Dear Principal

Background
In terms of the National Policy Framework for Teacher Education and Development in South Africa (2007), student-teachers have to be placed in schools which have been identified as excellent places of teaching and learning, where student teachers will be able to complement their theoretical training experience and gain valuable experience of day-to-day operations within a school and an authentic teaching and learning situation.

In response to the above-mentioned policy requirement, the College of Education (CEDU) at Unisa has established a Teaching Practice Office (TPO). The TPO's main function is to ensure that all registered student teachers are placed in respective schools where they choose to do their teaching practice and are professionally supported by mentor teachers and / or supervisors during their teaching practice period/s. The students' teaching practice is mainly to fulfil the Work-Integrated Learning (WIL) component of their respective qualifications.

Request for student placement
The TPO kindly requests to place this student teacher at your school to undergo his or her teaching practice in order to fulfil the Work-Integrated Learning (WIL) requirements of his or her qualification. The student will present a DSAR placement form for you to stamp and sign as a confirmation of his or her placement at your school.

The school principal is also requested to familiarise the student teacher with the school's Code of Conduct. Please find attached Annexure A with guidelines for school principals, mentor teachers and students to assist you in guiding the student teacher.
On behalf of the Dean and the College of Education, we hope this request will receive your positive consideration. For further information please feel free to contact me using the below contact information.

Yours sincerely
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