



OFFICE OF THE PRINCIPAL

30th December 2022

Dear student-teacher (School of Inclusive and Special Needs Education),

RE: School Attachment

As you know school attachment is one of the requirements to complete your education for the award of the degree of Bachelor of Education at UR-CE. During this period of school attachment, you are also required to **develop a teaching portfolio** to document your reflection on each step of your field stay, to highlight strengths and weaknesses as well as the changes made to improve students' learning. You will also be required to record your daily activities (at least 3 activities per day) in the attached **logbook which will be attached to your teaching portfolio**. It is in this regard that the College of Education is informing you that your **school attachment will start on 30/12/2022 and will be completed on 25/03/2023**.

In view of the above, from 30/12/2022 to 13/01/2023 you will be **looking for a special school or an inclusive school (preferably one of the schools in the attachment) that will host you during the period of school attachment**. Upon your arrival at the hosting special or inclusive school, **you should present to the administration the copy of the introductory letter from the College**. Upon acceptance to receive you, kindly present to the administration of hosting special or inclusive school, **school attachment guidelines and the arrival form which they will sign and stamp it to confirm that you arrived on time**. In addition, you will **inform the college about the details of hosting special or inclusive school via the following link: <https://forms.gle/1pkBFrobaN943iz9A> not later than 13th January 2023** beyond which the link will be closed and you will be considered as if you have absconded.

You are also reminded that the purpose of school attachment is to help you as a student-teacher to **put theories acquired at the college into practice; acquire sufficient practical experience and familiarize you with school real life experiences prior to your entry into the teaching profession**. To this end, during your school attachment you are not only required to observe, plan, deliver and assess the lesson but also **to engage in other school and classroom activities including extra-curricular activities**. Hence, **you are required to be at the hosting school during the whole working hours and during the whole school attachment duration**.

Thank you for your usual collaboration in effort to make your school attachment successful and professional.

Dr. Florien NSANGANWIMANA
Acting Principal



CC. Electronically

- Dean, School of Education
- Dean, School of Inclusive and Special Needs Education
- College Registrar
- Director, Teaching and Learning Enhancement

School Attachment Logbook

Name of Student teacher:

Registration Number:Combination:.....

Hosting School:District:.....Sector:.....

Week:.....(e.g. 1, 2, 3,.....).....Dates: from...../...../..... to/...../.....

Days/Date	Area of Professional Experience (teaching, involvement in curricular & extra-curricular) Collaboration with school community)	Activity done	Description of Activity	Duration (Hours)
Monday/...../.....		1. 2. 3.		
Tuesday/...../.....		1. 2. 3.		
Wednesday/...../.....		1. 2. 3.		
Thursday/...../.....		1. 2. 3.		
Friday/...../.....		1. 2. 3.		
Remark (by school attachment mentor)				

Student-teacher's Name:Signature:.....Date:...../...../.....

Mentor's Name:Signature:.....Date:...../...../.....