

Dear Principal

**Postgraduate Certificate in Education, Primary School Experience 2025/26**

As you know, school placement is a vital component of the Post-Primary PGCE course at Queen's (24 weeks out of 36), and we consider it essential that students gain some experience in Primary schools as part of their initial teacher education. Accordingly, we require each student to arrange a **one-week** placement in a Primary School, and I would ask that you consider the student who has made this letter available to you for such a placement. The dates for this are **Monday 8 – Friday 12 September 2025**.

Working with children in schools and getting involved in school life will form a sound basis for the students' future studies, especially in relation to understanding the work of teachers and the transition of pupils from Primary to Post-Primary schools. To help ensure students maximise their learning during their time with you we have devised some guidance notes which outline what students will do while on placement and contain a list of suggestions of the types of activities they could be involved in, which the student will submit for your consideration. We are conscious of the variations in organisation and methods in different schools and we hope that you can provide a suitable programme for the student. While directed observation is the major objective of this week, we are nevertheless convinced of the value of preliminary experience in working with children, and we would like the student to have the opportunity of teaching (individuals, small groups or whole classes) for, say, two lessons per day, following two or three days of observation.

Assessment of practical teaching ability will be based on a record of all the student's experience in schools throughout the year. I should therefore be grateful if you would provide a brief confidential report on the student's work while attached to your school. It would be greatly appreciated if you could complete the online [Primary School Experience Report](#) as soon as possible, after the experience is completed.

Thanking you in anticipation of your co-operation.

Yours sincerely



**Dr Ian Collen**  
Director of Initial Teacher Education