



BISC PRAC 110 Classroom Observations – 2019-2020

The Concurrent B.Ed. degree requires the successful completion of a practicum which includes eight weeks of school placement in the first three years of study. BISC students will be expected to experience the equivalent of 9 full days (minimum 50 hours) in an education setting while they are at the Castle.

Con-Ed students at the BISC will take part in a series of timetabled classroom observations to help them reach their 50 hour target. These placements will give you invaluable practical experience of working alongside professional educators in the classroom, helping you make connections between theory and practice through contact with children in real classrooms. This comparative experience, so early in your career, will benefit you greatly!

Practicalities

Placements

- Students will be placed at one of our local partner schools: Netherfield, Ninfield, Hellingly, or Catsfield Church of England Primary Schools, Claverham or Heathfield Community Colleges, St. Catherine's College, or Battle Abbey Independent School.
- In most cases, students will spend one term in a Primary setting and one term in a Secondary setting.
- Your individual timetable will make it clear which school you have been allocated.

Legalities

- All teacher candidates enrolled in any Ontario Faculty of Education **must have a police record check that includes a Vulnerable Sector Check**, before they can enter schools in Ontario or the UK for their Experiences in Education placement. Candidates without a current Vulnerable Sector Police Check will not be able to start their placement.
- A Vulnerable Sector Police Check must be completed in the jurisdiction which you are currently living. The "current" address you use on the Police Check application must match the jurisdiction of the Police Department through which you are applying (i.e. if you are applying through the Kingston Police Department, you must use your Kingston address, if you are applying through the Ottawa Police Department, you must use your Ottawa address). Candidates can use their residence address (if applicable) as their current address if necessary. Police departments do require proof of residency (e.g. lease agreement, utility bill, etc.) with your name on it in order to proceed with your Police Check.
- Candidates obtaining a Police Check from the Toronto Police Department (Postal Code begins with 'M') must contact the Practicum Office (<https://educ.queensu.ca/practicum>) to request a Consent to Disclosure form for that department. This form must be printed on legal sized paper to be accepted by the Toronto Police Department. The Toronto Police Department has a 10-14 week wait list for Police Checks. You must use your Toronto address when obtaining a police check through the Toronto Police Department.
- If you are obtaining a police check from the Kingston Police Department, you must provide the Practicum Office with your current address and phone number when submitting your police check for verification as this section has been removed from the Kingston police check form, but is required by all District School Boards.

- All candidates must show their **original** Vulnerable Sector Police Check to the Sharon Jakeman in the BISC Admin Office for verification prior to starting the Practicum placement.
- Concurrent candidates completing the first year of the program at Herstmonceux Castle must either bring in person or, scan and email their Vulnerable Sector police check to the Practicum Office on Queen's main campus prior to leaving for the Castle.
- Please be aware of the nomenclature, process, and timelines involved in police record and vulnerable sector checks. They may vary from municipality to municipality or country to country.
 - **Please note that BISC partner schools require this documentation for child protection reasons. Failure to acquire the necessary check may seriously impact your PRAC experience at the BISC.**

Timings

- Practicum visits will take place during the first two scheduled lectures on Wednesday mornings on the following dates in the Fall term:

Week 1 Wed 11th September – includes Host School Orientation

Week 2 Wed 18th September

Week 3 Wed 25th September

Week 4 Wed 2nd October

Week 5 Wed 9th October

Week 6 Wed 16th October

(BISC Mid Term Trip & Schools Half Term Holiday)

Week 9 Wed 6th November

Week 10 Wed 13th November

Week 11 Wed 20th November

Week 12 Wed 27th November

- Con-Ed students will be permitted to enter the dining hall for breakfast at the earlier time of 7:30am on these Wednesdays. (Strictly Con-Ed students only please.)

Transport

- Transport to and from all schools will be provided by taxi or BISC minibuses.
- Departure times from Castle reception will be confirmed nearer the time.
- Pick up from your respective schools will be also be confirmed nearer the time. You will be returned to the BISC by approximately 11:20am in time for the third lecture session of the day.
- Students will not be chaperoned on these trips, so you will be personally responsible for making the return transport on time, or risk returning to the Castle at your own expense.

Attendance

- Student signatures will be recorded on an attendance sheet by the taxi/minibus drivers prior to departure from the Castle.
- In the case of illness, students are required to contact their placement schools by phone, and to email Sharon Jakeman in BISC Admin to report their absence.
- Students are responsible for making their own arrangements and covering transportation costs to make up PRAC hours missed due to illness. These hours must be logged separately on an extra hours form and returned to Sharon Jakeman in BISC Admin.

Dress Code

- Your host school will most likely insist on a business dress code – note that staff in UK schools dress more formally than you may have experienced in North America. Avoid wearing caps or toques indoors, and be mindful when packing that blue jeans and trainers are generally not acceptable. Please respect the wishes of your individual placement school and ask if you are unsure about guidelines.

Practicum Expectations

- Your host schools will assign you a teacher, who you will shadow in pairs or alone, for the duration of each visit.
- Host teachers have been asked to set aside a few minutes each visit to outline the lesson plan and give brief feedback on any observations that you have made afterwards. Be aware that this may not always be possible due to time constraints. Please use your discretion if the teacher seems very busy.
- You are to observe and assist the classroom teacher in class, one-on-one with children (eg. hearing readers), or in small group situations with pupils, as required.
- Your host teachers may encourage occasional movement between classes, as BISC students are expected to gain experience of observing students of varying ages and abilities.
- You should never be left unattended in the presence of pupils.
- At the end of each observation term, the student is expected to obtain the signature of their host teacher on their Year 1 Progress Report. (i.e. the last day of the placement.)
- Students who have Fridays free of ELOs are encouraged to arrange to spend the occasional day with their host schools, assisting for an entire school day should they wish, accruing additional hours towards their minimum 50 hour target. Please arrange this with your school in advance. An extra hours form needs to be completed and signed by your host to ensure these hours are recorded.
- The BISC also encourages its students to approach staff to enquire about possible volunteering opportunities at their host schools, such as offering assistance with after-school clubs.
- Transport for independent observations is to be arranged privately and at the students' own expense.

Paperwork

- Copies of your Progress Reports and a record of placement hours accrued will be passed to Queen's Con-Ed Department for review.
- Students are encouraged to keep a copy of weekly Reflections and/or lesson plans for discussion in PROF 110/220 classes.

Academic Accommodations

- If you require accommodations relating to a physical, mental or learning disability, you need to register with Queen's Student Accessibility Services (QSAS) on main campus. Because we want to ensure you are able to take full advantage of your placement, it is important that we have this information as soon as possible. Please register on the QSAS website (<https://www.queensu.ca/studentwellness/accessibility-services/how-register-0>) now and submit the requested documents. Do not wait until you have selected your courses to start the process. Accommodations can only be granted through a Queen's Letter of Accommodation.

Documentation from high schools, doctors etc. cannot be used in place of a Queen's Letter of Accommodation.

Problems or Concerns

- Please raise any problems or concerns you have regarding your host school with PROF 110 course instructor Liz Hubbell.

It goes without saying but...

- Please remember that you are ambassadors, not just for the BISC but for your country as well.
- You will be placed in a position of trust, so please remain professional and courteous at all times.
- If host teachers have any concerns about the effectiveness or conduct of the BISC students, they will inform the Head Teacher, who will be responsible for feeding back to Dr. Christian Lloyd accordingly.
- And finally...enjoy this outstanding opportunity!