



ADA COLLEGE OF EDUCATION

BOX 34 ADA FOAH

TEL:

0249334669

0549283700

OFFICE OF THE PRINCIPAL

Dear Sir/Madam,

INTER-SEMESTER BREAK SUPPORTED TEACHING IN SCHOOLS FOR 2024/2025 ACADEMIC YEAR SEPTEMBER 29, 2025 TO OCTOBER 10, 2025

The Management of Ada College of Education wishes to introduce to you **MOORE RICHMOND**, a level 100 **B.ED. UPPER PRIMARY EDUCATION** student-teacher to undertake a two (2) weeks inter-semester break Supported Teaching in School (Teaching Practice) in your school.

This is in conformity with the requirements of the Four-Year Bachelor of Education Degree of the Colleges of Education programme, that student-teachers utilise their vacation to acquire skills of a professional teacher through observation in the public basic schools.

It is our desire to have the student-teacher attached to the appropriate class or subject area in your school related to the student's programme of study so as to acquire the needed knowledge and skills in the following:

- i. Planning for Teaching and Learning
- ii. Assessment for learners' progress
- iii. Teaching for inclusion and equity
- iv. Classroom Enquiry and Reflective Practice
- v. Professional Portfolio building
- vi. Professional values
- vii. Management and leadership qualities
- viii. Core and transferable skills

Due to the lack of requisite professional teaching skills by the student-teacher, the student-teacher should **not be engaged in teaching**.

Kindly note that at the end of the programme, students are required to produce a report of their experiences in the school of which the Head of the school is to **co-sign and stamp**. Also, on the first day of reporting to the school, the student teacher is to **take a picture with the Head of the school** in front of the school as evidence of reporting which will be forwarded to the college.

Student Details – Index Number: [4241020042], Contact Number: [0595529068], Email: [4241020042@st.adacoe.edu.gh]

We would appreciate it, if you and your staff provide the necessary support and assistance to the student-teacher. We count on your usual co-operation.

Thank you.

Yours faithfully,

PROF. PRINCE BOATENG
(PRINCIPAL)