



ADA COLLEGE OF EDUCATION

BOX 34 ADA FOAH

TEL:

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OFFICE OF THE PRINCIPAL

Dear Sir/Madam,

INTER-SEMESTER BREAK SUPPORTED TEACHING IN SCHOOLS FOR 2025/2026 ACADEMIC YEAR APRIL 27, 2026 TO MAY 8, 2026

The Management of Ada College of Education wishes to introduce to you **HLORDJI RICHARD OFORI**, a level 300 **B.ED. TECHNICAL SKILLS** 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**.

We wish to have the student-teacher assigned to the appropriate class or subject area at your school that aligns with the student's programme of study, allowing him/her to acquire the necessary knowledge and skills in the following areas:

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

During student teacher's two weeks of supported teaching in schools, we will implore assigned mentors to co-plan, co-teach, and co-assess with their mentee. Mentor is, however, discouraged from allowing the mentee to teach a full lesson. This is because the student teachers are still learning and do not yet possess all the requirements of the profession.

Kindly note that at the end of the programme, the student is required to produce a **3,000-word 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. The student will provide an attendance sheet, which he/she will sign regularly and submit to the college upon completion of the exercise.

Student Details – Index Number: [4231030094], Contact Number: [0546382514], Email: [4231030094@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)