



# 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 2025/2026 ACADEMIC YEAR APRIL 27, 2026 TO MAY 8, 2026

The Management of Ada College of Education wishes to introduce to you **MOORE RICHMOND**, a level 200 **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**.

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. 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**, as this could negatively impact the learning experience of the students and the overall educational environment.

Kindly note that at the end of the programme, the student is required to produce a **2,000-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: [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)