

Guidelines for contacting schools

1. **Preferred Communication Method:** Use telephone or email to contact the placement site, avoiding SMS messages. If you are making contact via email, please use your Curtin signature and email address (please refer to Student Email Signature Template document).
2. **Introduction:** When reaching out to the school, provide your name, course, unit and scheduled practicum date.
3. **Education Background:** Share information about your teaching areas, previous practicum experiences, and any relevant work or volunteer experiences.
4. **Polite and Formal Communication:** Maintain a polite and formal tone throughout your interaction.
5. **Additional Information:** You may like to provide the school with further information by attaching the relevant handbook. Each handbook includes expectations for each professional experience placement such as roles, responsibilities, teaching loads, and assessment requirements.