

Scoil Mhuire gan Smál, Cill Choirle



Work

Experience/Student

Placement Policy

Policy Details

Name of Policy: Work Experience/Student Placement Policy

Date Developed: January 2020

Signed by

Date Reviewed:

Chairperson: *Geraldine Kirby*

Ref Code:

Principal: *Donna Kirby*

Edition: 1

Date commenced: 30/1/2020

1. Policy Statement

The Board of Management and staff of Scoil Mhuire gan Smál are willing to provide opportunities of work experience and teaching practice placements for students. This document lists the procedures under which such placements can take place.

2. Policy Purpose

- a) The purpose of this policy is to provide guidance to teachers and work place students on placement in Scoil Mhuire gan Smál.
- b) This policy will provide guidance to the college from which student placement is requested.

3. Aims

The Principal and staff of Scoil Mhuire gan Smál will endeavour to ensure that the time spent in the school by the student is beneficial, and a positive learning experience.

4. Procedures

- 4.1 Places will be given on a priority basis to former pupils of the school and to students who have an association with the school e.g. relatives of staff members, residents of the local community.
- 4.2 A maximum of 2 placements at any one time will be accepted on a work experience programme, except in exceptional circumstances. Applicants are required to make personal contact with the school, and may be required to attend for interview.
- 4.3 Scoil Mhuire gan Smál reserves the right to contact the college/school of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school.
- 4.4 Students must be fully insured while in the school by their respective college or school.
- 4.5 Students who are 16 years of age or over must be able to provide current vetting documentation in advance of placement start date. This is mandatory for all persons of 16 years and over wishing to work with children.
- 4.6 All students must sign an agreement in advance of starting (see **Appendix A**). The agreement can be terminated at any time at the discretion of the Principal/Board of Management.
- 4.7 Students must at all times be respectful of all members of staff, Board of Management, parents and pupils – their actions and language while in the school must be exemplary and of a professional nature at all time. Likewise, the pupils and staff will be expected to treat students on work experience programmes with respect at all times.
- 4.8 All teachers should be addressed as Mr/Ms/Mrs as appropriate.
- 4.9 Third level students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school, and are expected to cooperate with the general rules, procedures and organisational policies of the school.

- 4.10 Student teachers should be willing to follow the instruction/guidance of the Principal, Deputy Principal, or whichever staff member has been designated to supervise their duties.
- 4.11 All matters pertaining to the staff, Board of Management, Parents Association, pupils or parents within the school community must be treated with the utmost confidentiality. Any breach of this requirement will be seen as a serious matter and work experience may be terminated as a result. The relevant school/college will be informed.
- 4.12 Students on third level placement must familiarise themselves with our “Child Safeguarding Statement”. They should not work unsupervised or be left alone with a student(s).
- 4.13 Any breaches of discipline observed among the pupils must be reported to one of the teaching staff and not dealt with by the student themselves.
- 4.14 All supervisors of work experience students should present themselves to the Principal upon arrival to the school.
- 4.15 All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.
- 4.16 Teaching students will follow the requirements of their respective colleges with regard to teaching and classroom duties.
- 4.17 If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.
- 4.18 Any absences must be notified in advance to the school.
- 4.19 The dress code is ‘smart casual’ and overall appearance and presentation should reflect that of a professional environment.
- 4.20 It is strictly forbidden for students to take photographs of pupils or school staff on any device. Permission to take photos of school displays etc must be sought from the Principal/Deputy Principal.
- 4.21 The use of mobile phones is restricted to break times only.
- 4.22 Don’t get involved in any activity that involves lifting children or any inappropriate physical contact. Always seek guidance from the teacher.
- 4.23 Our school is a nut and gum free zone.

5. Non-Teaching Student Additional Procedures

- A timetable will be drawn up for each student but he/she will be expected to be flexible in how/where they work in the school.
- Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher, office staff or Principal.
- When on away trips and while on yard duty at break times, walk around, observe, and help children. Report any problems/concerns to the teachers on duty.

Appendix A



Work Experience Agreement

- I agree to participate in a work experience programme in Scoil Mhuire gan Smál on the _____ following _____ dates:
- I agree to be in the school by 9:20am and to remain until 3pm each day.
- I agree to perform whatever duties are assigned to me to the best of my ability.
- I agree to only use my mobile phone during my break times.
- I understand the requirements in relation to my duties, the school's dress code, and the importance of maintaining confidentiality.
- I agree to inform the class teacher if I am writing notes/observations about anything in class.
- I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work experience may be terminated.
- I have read the Work Experience Policy of Scoil Mhuire gan Smál and agree to comply with the guidelines therein.

Signed: _____

Date: _____

Work Experience Student