St. Patrick's Junior N.S.

Title: Work Experience Policy – College Students

**Introduction:**

This policy was formulated as a direct result of the increasing number of requests from students in college to provide work experience in both special and mainstream classes. It was developed by the staff of St. Patrick’s Junior and Senior Schools on the 25th September 2017.

**Rational:**

This policy was developed to ensure that there is no overload of students on any individual teacher or class. It is also to insulate teachers and classes from excessive disruption and limit disruption to regular school routines.

**Relationship to the characteristic ethos of the School:**

In keeping with the school ethos this policy will promote a positive school climate that will support and promote positive relationships

with past pupils and with colleges of education. The provision of specific guidelines will ensure consistency and continuity in practice throughout our school.

**Aims and Objectives:**

By introducing this policy we hope to achieve the following:

* To provide an opportunity for past pupils who are enrolled in an “Initial Teacher Education Course” (Primary and Secondary School Student Teachers) and are required to meet course requirements in a primary school setting.
* To enable a controlled exchange of teaching methodologies and skills.
* To solidify good working relationships with educational institutions.

**Guidelines:**

## Each past pupil who applies to the school will be considered and every attempt to facilitate them will be made however, certain factors may affect their application:

* Places will only be offered to former pupils of the school.
* A request for a placement will only be considered following a written request
* The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
* Time of Year – past pupils may be turned down if it is a busy or unsuitable time of the year
* One student teacher per classroom per year.
* Only one participant at a time will be accepted on a work experience programme.
* A classroom teacher may indicate at the start of the year if he/she is in a position to take a student teacher. Teachers reserve the right to decline participation in work experience schemes if it is deemed unsuitable for his/her class at that particular time.
* Class teachers must be made aware of the impending arrivals at least 2 weeks in advance.
* The time frame for each individual placement and the protocol involved must be agreed upon prior to the student taking up a placement.
* Student/Trainees secure placements on a first come first served basis.
* All work experience candidates must be garda vetted prior to commencement of their work experience.
* It is the student’s responsibility to secure garda vetting prior to work placement in the school and to provide this evidence to the school prior to commencement.
* Student teachers are required to follow teacher plans where possible.
* 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 times.
* Work experience students are expected to co-operate with the general rules, procedures and organisational policies of the school.
* 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 your work experience may be terminated.
* All supervisors of work experience students who visit our school 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.
* Any absences must be notified in advance to the school principal.
* Any breaches of discipline observed among the pupils must be reported to a member of the teaching staff.
* The pupils and staff will be expected to treat students on work experience programmes with respect at all times.

**Success Criteria:**

* Teacher Observation
* Positive feedback from teachers, pupils and parents.
* Integration and communication with permanent staff members.

**Roles and Responsibilities:**

Class teachers

Principal

**Timeframe for implementation:**

This policy will be implemented upon ratification by the Board of Management of St. Patrick’s Junior N.S.

**Timeframe for Review:**

This policy will be reviewed every two years.

**Responsibility for Review:**

Principal and staff

**Ratification and Communication:**

### This policy was ratified by the Board of Management of St. Patrick’s Junior School on:

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**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rev. Fr. Tony Lambe

Chairperson Board of Management