

St. Patrick's Junior N.S.

Title: Work Experience Policy – Secondary School Students

Introduction:

This policy was formulated as a direct result of the increasing number of requests from secondary schools to provide work experience for their students 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 and it was reviewed and updated in February 2023.

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:

St. Patrick's Junior National School promotes and values positive communication, interaction and contact with local secondary schools. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment. It aims to further promote and develop positive links with our local secondary schools.

Aims and Objectives:

By introducing this policy we hope to achieve the following:

- To provide an opportunity for past pupils with an interest in education/childcare to interact with children on a professional level.
- To provide an opportunity for past pupils to gain an insight into the day to day workings of a primary school.
- To solidify good working relationships with local secondary schools.

Guidelines:

Secondary School Students:

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

- ❑ Past pupils must be over 16 years old to avail of work experience in St. Patrick's Junior School.
- ❑ All past pupils over 16 must be garda vetted prior to commencing work experience.
- ❑ Students aged 16 and 17 must also have written parental consent as part of their vetting application.
- ❑ Application forms for garda vetting are available through our school office.
- ❑ All students requesting work experience must apply to the school in writing.
- ❑ Only one secondary pupil will be accommodated in the school at a given time.
- ❑ Time of Year – secondary students may be turned down if it is a busy or unsuitable time of the year
- ❑ A classroom teacher may indicate if he/she is/is not in a position to take a secondary school student on work experience. Teachers reserve the right to decline participation in work experience schemes if it is deemed unsuitable for his/her class at that particular time.
- ❑ Transition year students/secondary school students requesting one day's work experience per week will be accommodated for up to a period of five weeks.
- ❑ Work experience commences at the start of the school day and finishes at 2p.m.
- ❑ Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the principal.
- ❑ If a student wishes to leave the school during the school day he/she must seek permission from the school principal and the secondary school.
- ❑ Any absences must be notified in advance to the school principal.
- ❑ 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 at all times.
- ❑ The students' actions and language while in the school must be exemplary and of a professional nature at all times (Refer also to Mobile Phone Policy).
- ❑ Secondary students are expected to co-operate with the general rules and procedures of the school.

- ❑ Class teachers must be made aware of the impending arrivals at least 2 weeks in advance.
- ❑ GAA – TY students seeking working experience with GAA coaches must be garda vetted for our school.
- ❑ Secondary school students participating in coaching programmes in St. Patrick's Junior N.S. must be garda vetted prior to commencement.

Success Criteria:

- ❑ Teacher Observation
- ❑ Positive feedback from teachers, pupils, secondary school students, secondary school teachers and parents.

Roles and Responsibilities:

Class teachers

Principal

Timeframe for implementation:

This policy will be implemented following 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

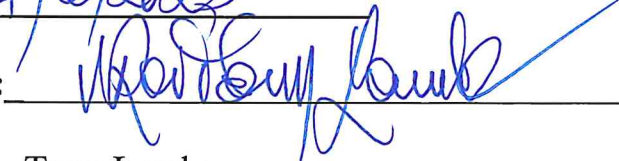
Ratification and Communication:

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

Date

11/2/2023

Signed:



Rev. Fr. Tony Lambe
Chairperson Board of Management