

**DROM NATIONAL SCHOOL**  
**SCHOOL POLICY PLANNING**

# **WORK EXPERIENCE POLICY**

## **INTRODUCTION AND RATIONALE**

This Work Experience Policy was formulated by the Board of Management and staff of Drom National School following a risk assessment of child safeguarding procedures which highlighted the need to develop clear procedures around the provision of work experience in the school.

## **AIMS**

The aim of this policy is to develop guidelines to ensure that work placements are effective for the school and the students engaging in work experience / teaching practice in our school.

## **POLICY ON TRANSITION YEAR WORK EXPERIENCE PLACEMENTS**

Drom National School aims to provide students on work experience with an authentic experience of primary school teaching. Students will be provided with an opportunity to work in all mainstream classes and to engage in a variety of tasks.

The following procedures apply:

- Places will be given by the Board of Management on a priority basis to former Drom National School students, students from the parish and the children of staff members.
- The school will only accept one participant annually on a work experience programme, except in exceptional circumstances.
- Applications for work experience should be made in writing, one month in advance of the dates being requested.
- Students must be fully insured by their respective school while in the school. A letter to this effect should be provided to the Principal.
- All persons must be Garda vetted prior to commencing their work experience placement in Drom National School. See DES Circular 0031/2016 for further information. Students cannot be vetted before the age of 16 years and therefore we cannot accommodate applications from students under that age.
- Work experience students will be supervised by a designated member of the school teaching staff whilst on placement.
- The Principal and staff will endeavour to provide the student with an experience of teaching at all levels.
- The students and staff of Drom National School will be expected to treat students on work experience programmes with respect at all times.
- Students on work experience must be respectful of all members of staff, the Board of Management, parents / guardians and students of the school. They must follow the instruction / guidance of the Principal, Deputy Principal or member of teaching staff that has been designated to supervise their duties.
- Students are expected to behave in a professional manner and co-operate with all procedures and organisational policies of the school.
- All matters pertaining to the school staff, the Board of Management, parents /guardians and school students must be treated as confidential.
- Any breaches of discipline observed among the school students must be reported to one of the teaching staff and not dealt with by the student themselves.
- Supervisors of work experience students will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.
- Students are expected to be punctual.
- Students are expected to dress appropriately in smart-casual clothing.
- Students are expected to provide their own lunch and will be invited to eat lunch in the school staffroom.
- Students should inform the principal if they are unable to attend for work experience.

## **POLICY ON TEACHING PRACTICE PLACEMENTS**

Drom National School aims to provide students on teaching practice with an authentic experience of primary school teaching in a multi-grade setting.

The following procedures apply:

- Places will be given by the Board of Management on a priority basis to former Drom National School students, students from the parish and the children of staff members. Relevant staff members will be consulted prior to the provision of a teaching practice placement in the school.

- The school will only accept one participant annually on a teaching practice placement, except in exceptional circumstances.
- Applications for teaching practice should be made in writing, one month in advance of the dates being requested.
- Students must be fully insured by their respective third level institution whilst in the school. A letter to this effect should be provided to the Principal.
- All persons must be Garda vetted prior to commencing their teaching practice placement in Drom National School. See DES Circular 0031/2016 for further information.
- The Principal and staff will endeavour to provide the student with a positive learning experience whilst engaging in teaching practice in the school.
- Teaching practice students will be supervised by a designated member of the school teaching staff whilst on placement.
- The students and staff of Drom National School will be expected to treat students on teaching practice placements with respect at all times.
- Teaching practice students must be respectful of all members of staff, the Board of Management, parents / guardians and students of the school. They must follow the instruction / guidance of the Principal, Deputy Principal or member of teaching staff that has been designated to supervise their duties.
- Students are expected to co-operate with The Code of Professional Conduct for Teachers.
- Students are expected to co-operate with all procedures and organisational policies of the school.
- Teaching practice students will be provided with the school's Child Safeguarding Statement prior to commencing their placement in the school.
- Teaching practice students should familiarise themselves with the school ethos and commit to promoting the formation of the pupils' faith.
- All matters pertaining to the school staff, the Board of Management, parents /guardians and school students must be treated as confidential.
- Teaching practice students should familiarise themselves with the school's Code of Behaviour and continue to implement the classroom management strategies of the class teacher.
- Supervisors of teaching practice students will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.
- Students are expected to be punctual.
- Students are expected to dress appropriately in smart-casual clothing.
- Students are expected to provide their own lunch and will be invited to eat lunch in the school staffroom.
- Students should inform the principal if they are unable to attend for teaching practice.
- Students are permitted to use school office equipment during school hours but only to provide resources for the students of the school. Students should be respectful of the cost of these facilities.

Drom National School reserves the right to refuse, cancel or defer work experience/ teaching practice placement should school circumstances warrant this.

## **RATIFICATION**

The policy was ratified by the Board of Management of Drom National School at its meeting held on 17<sup>th</sup> April 2018 and will be reviewed and updated where necessary. It will be implemented following ratification. The policy will be available to view on the school website or in hard copy upon request from the school office on (0504) 51688.