

Scoil Íosagáin



Policy on: Work Experience

Work Experience/Teacher Placement/TY Placement Policy

This policy was reviewed by the teaching staff of Upperchurch NS in March 2020. The Board of Management and Staff of Upperchurch NS are willing to provide opportunities of work experience/Teacher Placement and TY Placement for students from the wider school community on a case by case basis and subject to the authorisation of the School Principal. Upperchurch NS reserves the right to refuse or defer work experience/placement should school circumstances warrant this.

The following are the procedures under which this work experience can take place.

1. **Applications for Work Experience/Teacher Placement/TY Placement** should be made in writing as soon as possible in the school year stating:
 - i. A brief summary of the applicant's educational record and interest in the placement
 - ii. The dates sought for experience/placement
 - iii. Verification that the work experience/placement is supported by and indemnified by the post-primary school or college in which the student is attending
 - iv. Confirmation that Upperchurch NS vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.
2. **Granting of Work Experience/Placement opportunities** will be given on a priority basis to former pupils of the school and to students who have an association with the school (i.e. resident in the local community, relatives of staff members) subject to a maximum number (2, normally 1) placements at any one time. The number of students accepted on placement may vary depending on the needs of the student and the capacity of the school to accommodate the student at a specific time.
3. **Students must be fully insured** by their respective college or school for all aspects of their work experience/placement.
4. **Students must be able to provide current NVB Vetting documentation** which should be processed in advance of placement start date through the student's post-primary school or the relevant college.
5. **Role of Upperchurch NS in supporting students on Work Experience/Placement:**

School staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience and that students have an opportunity to work in a variety of settings and develop a variety of skills. Upperchurch NS pupils and staff will treat students on work experience programmes with respect and courtesy at all times. All students will have a staff member to mentor and co-ordinate their placement (Principal/Deputy Principal/Class Teacher/Secretary/Other Staff member as appropriate). Students will not be left in sole charge of pupils at any time and will work in a non-teaching capacity under the supervision of a teacher/staff member.
6. **Expectations from the Student on Work Experience/Placement**
 - Students must at all times be respectful of all members of school staff, Board of Management, parents and pupils
 - Students must conduct themselves in a professional manner at all times. Students should dress appropriately whilst on work experience/placement. The dress code is 'smart casual'. Please bear in mind that visible tattoos, body piercings or bare midriffs may not be perceived as a reflection of professionalism.
 - Students must be punctual and attend as agreed.
 - All matters in relation to school business, pupils, staff, parents etc 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. A confidentiality agreement must be signed by the participant. (Appendix 1)
 - 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

- Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher or Principal/Deputy Principal
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school. Students must keep their mobile phone turned off whilst on work experience/placement and out of visibility.
- 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/Class Teacher by the student
- Students must be willing to follow the instruction/guidance of the Principal/Deputy Principal, or any other staff member designated to supervise their duties
- Scoil Íosagáin reserves the right to contact the college of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school
- All students must sign a Work Experience Agreement in advance of starting (Appendix 2). The agreement can be terminated at any time at the discretion of the Principal/Board of Management
- A timetable will be drawn up for each student but he/she will be expected to be flexible in how they work
- Timetabled school activities will carry on as normal e.g. Hurling, Swimming, RSE talks
- Team Teaching Initiatives e.g. Literacy Lift Off, Guided Reading, team Teaching of Maths, will proceed as normal. A student will take this into account when applying for placement
- Any absences must be notified in advance to the school
- School/College supervisors of work experience students, who visit the school are expected to be positive and respectful towards school staff and to the placement student, thereby providing a positive learning environment.

Ratification

This policy was reviewed by Staff of Scoil Íosagáin and ratified by Board of Management on

Feb. 22nd, 2021

This policy will be implemented following ratification from

February 2020.

Review Date: School Year 2023/2024

Signed *P. Harrington*
Chairperson, Board of Management.

Signed *Alma O'Leary*
Principal.

Appendix 1

Scoil Íosagáin

Policy on Confidentiality

Rationale:

This Policy was designed in order to:

- Have regard for the integrity of pupils' welfare
- Offer protection for those volunteers who give their time to the school
- Provide assurance and confidence to parents in general that those who volunteer are unambiguously bound by strict guidelines and have due respect for your child's privacy.

Statement:

Confidentiality pertaining to all school matters is of paramount importance to all those who work or visit our school, and especially those who are in contact with staff and students. This is imperative in the case of those who have direct contact with pupils who may be experiencing difficulty or have a variety of learning styles. This is a sensitive area, requiring all involved to have due regard for the privacy and confidentiality of all, as any parent would wish for their child.

- Discussion about a child's progress with any party other than the classroom teacher is not tolerated.
- Discussion about school matters with any party outside the school is not tolerated.

Declaration of Confidentiality:

A declaration of confidentiality must be completed and signed by all those who volunteer/work within the school, indicating that they clearly understand and are willing to abide by the guidelines governing this policy.

If you agree to the above, we would ask you to sign the following declaration.

Declaration of Confidentiality

I, _____ do hereby agree to keep **confidential** all matters arising during my time within Scoil Íosagáin.

Signed: _____ Printed Name: _____

Appendix 2

Work Experience Agreement

- I agree to participate in a work experience programme in Scoil Íosagáin on the following dates:
_____.
- I agree to be in the school by ___ am and to remain until at least ___ pm each day.
- I agree to perform whatever duties are assigned to me to the best of my ability.
- I have read the Welcome Pack provided by the school.
- I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.
- 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.

Signed: _____ Work Experience Student

Date: _____

Welcome Pack

Scoil Íosagáin
Upperchurch
Thurles
Co. Tipperary
Tel: 0504 54331
Email: upperchurchns@gmail.com

Staff List:

Teachers	S.N.As	Administration
Alma Quinn (Principal) - SET	Trish Meehan	Kellie Kelly
Louise Butler - Junior Infants	Emma Bourke	
Siobhán Lyons – Senior Infants		
Noreen Shanahan – 1 st & 2 nd Class		
Michael Corcoran – 3 rd Class		
Sineád Butler (Deputy Principal) - 4 th Class		
Andrew O’Brien – 5 th /6 th Class		
Mary Corcoran - SET		
Mary Costigan - SET		

School Hours:

- School opens at 9.00am, classes commence at 9.20.
- Small Lunch Break for SNAs, Secretary and Work Experience Students is from 11.15 to 11.30
- Lunch Break for SNAs, Secretary and Work Experience Students is from 1pm to 1.30pm
- School closes at 3.00pm.

Your Duties

Duties may be assigned for you by the Principal, Deputy Principal or other members of staff. It is expected that you will be flexible and prepared to take on a variety of tasks.

Confidentiality

You are expected to maintain and treat all matters relating to school business and your work experience in the school, as strictly confidential. Any breach of this requirement will be seen as a serious matter and your work experience may be terminated.

Dress Code

The dress code is ‘smart casual’. Please bear in mind that visible tattoos, body piercings or bare midriffs may not be perceived as a reflection of professionalism.

