

Work Experience Policy

Introduction:

This policy is to be used for work experience students and persons seeking work experience as part of the educational course that they had undertaken.

Application /Number of Placements

- § Application for work experience should be made in writing to the Board of Management.
- § With regard to application from secondary school pupils for work experience no more than two students will be facilitated at any one time.
- § Preference will be given to past pupils of the school.
- § Before any student arrives for a placement this policy will be discussed with them together with the ethos of our school and the procedures to be followed during their placement in the school.
- § Placements are dependent on teachers volunteering to facilitate a placement in their class.

Co-ordinator

The school's work experience and student teacher co-ordinator is the Principal. All work experience students and student teachers will be assigned to a class and will report directly to the class teacher.

Responsibilities of those on work experience:

- a) To respect a code of confidentiality at all times.
- b) To carry out duties and instruction given by class teacher.
- c) To work, at the discretion of the class teacher, with small groups of children.
- d) To exercise friendliness and courtesy to help and maintain a good working atmosphere.
- e) To arrive punctually and to inform the class teacher when leaving.
- f) To observe good personal hygiene, to be appropriately and tidily dressed.
- g) To report all accidents and incidents to the class teacher.
- h) To be aware of the Fire Procedure.

Possible Duties

Under the supervision of the class teacher and at his/her discretion the student to help with a variety of duties, some examples being:

- a) Working with individual children or a small group of children on scheduled activities.
- b) Assisting in setting out and preparing equipment, in clearing up and putting away.
- c) Reading aloud to a small group of children.
- d) Helping to prepare class activities and to tidy up after activities. Checking with the class teacher regarding any tasks that need doing before you finish for the day.

Helpful hints and guidelines for students

· Arrival time

Be punctual, school commences at 9.20 am – go directly to allocated class as timetabled.

· Absence

Please telephone school (053 9128449) if you are unable to attend.

· Role at the end of the day

Please help to leave the classroom tidy – e.g. Book corner, artwork, sink area etc and check with the teacher before you leave.

· Confidentiality

No mention of the names of pupils or any account of any incident witnessed in class may be referred to outside the school. All records, pupils' work, interactions between pupils and teachers etc are bound by this confidentiality clause.

· Dress Code

Smart, practical clothing please.

Ratified by Board of Management June 2014.