

## **Policy on work placements within Ransboro National School**

### **Introduction and Rationale**

The staff and Board of Management of Ransboro National School have devised a policy to ensure the effective management of work experience placements within our school. Due to a large volume of people wishing to be placed here throughout the school year, it has become necessary to develop guidelines to ensure that work placements are effective for the school and students alike.

### **Policy on Transition Year Students on Work Experience**

The objective in Ransboro National School for taking students on work experience is to give the students as authentic an experience as possible of what life would be like as a teacher in a primary school. The work will vary depending on the age group of the class, and students will be timetabled to gain as varied an experience as possible. We hope that this will be a positive experience for transition year students.

The following procedures apply:

- Ransboro National School will accommodate 2 students from Transition Year per term to carry out work experience in the school. Students, with a genuine interest in becoming a primary school teacher, must apply in writing to the Principal outlining their interest.
- For a term 1 placement, the closing date for receipt of applications is 30<sup>th</sup> September. For a term 2 placement, the closing date for receipt of applications is 31<sup>st</sup> January. For a term 3 placement, the closing date for receipt of applications is the last Friday of the Spring Term, before Easter holidays.
- In the event that applications exceed the places available, decisions will be made using the following criteria-
  1. Past pupils residing in the parish
  2. Past pupils living outside the parish
  3. Any other students

At this stage of the process, should the number of applications still exceed places available, places will be decided on a lottery basis by the Chairperson of the Board of Management. A certificate of insurance must be forwarded by successful candidates to the school prior to commencement of work experience.

### **Guidelines**

- Staff members are advised of dates that the student will be in attendance and a timetable will be provided to staff and the student. This timetable will be flexible and may be amended if required.
- The student works under the direction of the teacher in the classroom and assists in tasks set. These may include classroom observation, help with groupwork, assisting with story-telling, P.E, Art or project work. It may also include assisting with preparation of resources or

help with tidy-up of resources, games etc; Photocopying may be carried out under the direction of Mrs. Hampson. Part of the duties will also include helping on the yard.

- The student should be punctual and in the event of illness, contact the office by phone.
- Confidentiality is essential and students may not discuss any information about a pupil or staff member with others.
- Students are requested to keep a "professional distance" from the children- no hugging, kissing, children sitting on student's laps etc;
- It is the responsibility of students to familiarise themselves with our Child Protection Policy, available on our website [www.ransboro.ie](http://www.ransboro.ie).
- Students may use the facilities of the staff room when it is not being used by staff. Ordinarily, break times for students on work placements are 11.15-11.25 (Small Break) and 1.00-1.30 (Lunch).
- Students should always feel free to ask for assistance or advice from the teacher or Principal if they are unsure of anything.
- Written reports are sent regarding the work experience to the school attended by the student.

### **Other Work Placements**

It is the policy of Ransboro N.S to facilitate one other work placement position, should the request arise. Application for such a position must be made in writing to the Principal, outlining the benefits of a placement in a primary school. On receipt of such a suitable application, this place will be awarded on a first come, first served basis.

### **Placement in Autism Class**

As we are in the infancy stages of developing two Autism classes in our school, we are currently not in a position to facilitate placement in these classes. This will be reviewed in due course.

### **Teaching Practice Placements**

Providing teachers are willing to accommodate a Teaching Practice student, we will accept a maximum of four students per year, no more than two per term. Places will be allocated on a first come, first served basis.

### **Ratification**

This policy has been ratified by the Board of Management on\_\_\_\_\_.

This policy will be reviewed in June, 2014.

Signed:\_\_\_\_\_, Chairperson of Board of Management.

