John Scottus Primary School Old Conna

Policy on Work Experience

Introduction

The Board of Management of John Scottus Primary School Old Conna are willing to provide opportunities of work experience for students from the wider school community. This includes students on Transition Year Programmes, students from Colleges of Education and students studying childcare or Special Needs Assistance (SNA) programmes.

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

- Places will be given on a priority basis to former pupils of the school, to parents of pupils in John Scottus Primary School Old Conna and to children of staff members.
- Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances.
- Applications for work experience should be made in writing, well in advance of the dates being requested. Students should specify their main area of interest (e.g: teaching, childcare, special needs, administration etc).
- Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
- Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted in prior to commencing their placement.
- This requirement applies to persons undertaking short or long term placements, and/or those who will have unsupervised access to children.
- Students cannot be vetted before the age of 16 years and therefore we cannot accommodate applications from students under that age.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils. They should also be willing to follow the instruction/guidance of the staff member who has been designated to supervise their duties.

- Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school.
- All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated as confidential.
- 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, except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the same form of discipline as the class teacher.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times.
- Supervisors of work experience students, including teaching practice supervisors, 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.

Ratification and Review

This policy was ratified by the Board of Management in 2022. It will be reviewed annually.