



# Work Experience Policy

## Introduction

This policy was drawn up by the staff and Board of Management of Scoil Náisiúnta Mhuire, Rathpeacon in order to clarify our school's position on the provision of temporary work experience in our school.

The Board of Management and staff of Scoil Náisiúnta Mhuire, Rathpeacon 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.

## Allocation of Work Experience - Procedure and Conditions

- Places will be given on a priority basis to former pupils of the school, to parents of pupils in the school and to children of staff members.
- 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/Deputy Principal.
- Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted prior to commencing their placement. This requirement applies to persons undertaking both short and long term placements, and all those who will have access to children. See DES Circular 0063/2010 for further information.
- Forms for Garda Vetting NVB1 are available from the Principal or Deputy Principal or downloaded from the CPSMA Cloyne website. These forms must be completed and returned to the school at least five weeks before commencement of placement to allow time for vetting to take place.
- Unfortunately, legislation dictates that as students under 16 years of age cannot be vetted they cannot take up work experience in schools.

## Etiquette

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. However students must keep the following points in mind:

- Students must adhere to the Code of Behaviour which may be viewed on the school website. A hard copy is available on request from the school office.
- 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 must at all times be respectful of all members of staff, Board of Management, parents and pupils.
- Pupils and staff of the school will also 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.
- Students should be willing to follow the instruction/guidance of the Deputy Principal and class teacher who have been designated to supervise their duties.
- Students are expected to dress neatly and professionally at all times, as is expected of those working in a professional environment.
- Students should be punctual and their attendance is in accordance with that agreed between Scoil Naisiúnta Mhuire and their own school or college requirements.
- Students must remain on the premises at all times.
- Any breaches of discipline observed among the pupils of the school 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.

## Confidentiality

- All matters pertaining to the staff, Board of Management, pupils or parents within the school community must be treated as confidential.

## Procedure

- Students should write to the Deputy Principal requesting work or teaching experience in the school.
- Following this, students must arrange a meeting with the Deputy Principal to discuss the details of work experience requested.

## Note

- The Board of Management reserves the right to refuse a student for work experience.
  - The Board may limit the number of students on work or teaching experience in the school at any one time.
  - The Board may limit the length of time students may spend in the school for their work or teaching experience.
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**This Policy on Work Experience** will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this document refers.

This Policy on Work Experience was reviewed and adopted by the Board of Management on February 19<sup>th</sup>, 2018. An original signed copy is on file in the school office.

*Frank Maguire*

Chairperson of Board of Management  
Management

*Susanna O'Neill*

Principal/Secretary to the Board of

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## Work Experience/ Teacher Training Acceptance Form

I have read the policy for Transition year students and Student teachers of Scoil Naisiúnta Mhuire.

I understand and agree to comply with its content

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School/ College:** \_\_\_\_\_

**Signature of Deputy Principal:** \_\_\_\_\_