

# St Daigh's N S

## Work Experience Policy

The Board of Management and staff of St Daigh's N S is willing to provide opportunities of work experience for students from the wider school community. 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
- Only one participant at a time will be accepted on a work experience programme and only one work placement per student to be applied for, except in exceptional circumstances and at the discretion of the Principal.
- Students must be fully insured while in the school by their respective college or school
- 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 - 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 and are expected to co-operate with the general rules, procedures and organisational policies of the school
- Students should be willing to follow the instruction/guidance of the Principal, Deputy Principal, secretary or whichever staff member has been designated to supervise their duties
- All matters pertaining to the staff, Board of Management, Parents' Association, pupils or parents/guardians within the school community 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 declaration of confidentiality should be signed.
- 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
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times
- All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.
- Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher, office staff or Principal. Students will be expected to help with yard duty.
- If a student wishes to leave the workplace during the school day, he/she must seek permission from the Principal in advance.
- St Daigh's N S reserves the right to contact the college or the school 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 an agreement in advance of starting (see below). The agreement can be terminated at any time at the discretion of the Principal/Board of Management.
- Garda Vetting is required for students over 16 years with the consent of parents/guardians and for all students over 18 years.

- A timetable will be drawn up for each student but he/she will be expected to be flexible in how they work.
- Any absences must be notified in advance to the school.
- The dress code is 'smart casual'. Please bear in mind that visible tattoos, excess make up, body piercings or bare midriffs may not be perceived as a reflection of professionalism.
- Mobile phones should not be used on the school premises at any time except with the permission of the Principal or Deputy Principal.
- Secondary school work experience students break times as follows:  
Small Break 11.10am – 11.20am, Lunchtime break 1.15pm – 1.45pm
- Students will be expected to help with yard duty.

### **Implementation**

This policy is effective from March 2020.

### **Review Timetable**


This policy will be reviewed in 2 years' time or earlier if necessary and amended as required by means of a whole school collaborative process.

### **Ratification & Communication**

This policy was ratified by the Board of Management on 9<sup>th</sup> March 2020.

Parents will be made aware in the next school communication that the policy is available for viewing by appointment in school or alternatively on the school website.

  
Chairperson Board of Management

  
Principal

Date: 9/3/2020

## Work Experience Agreement

I agree to participate in a work experience programme in *St Daigh's NS* on the following dates: \_\_\_\_\_.

I agree to be in the school by 9.10am and to remain until at least 3pm each day.

I agree to perform whatever duties are assigned to me to the best of my ability.

I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.

I understand that I will not produce, or use at any time, my mobile phone or any device without the authorisation of the Principal or Deputy Principal.

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/Student Teacher Placement

Signed: \_\_\_\_\_ Principal/Deputy Principal

Date: \_\_\_\_\_