

# Work Experience Policy



## St Benignus NS, Balcaddan

### 1.0 Introduction

The Board of Management and staff of St Benignus NS are willing to provide opportunities of work experience for students from the wider school community. This policy applies to students on Teaching Placement, secondary school Transition Year placement, and students undertaking childcare studies on work placement.

### 2.0 Procedures

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

2.1 Places will be given on a first come first served basis with priority given to past pupils of the school.

2.2 A limited number of participants at a time will be accepted on a work experience programme. The Deputy Principal will take applications in writing from the student only.

2.3 Students must be fully insured while in the school by their respective college or school. They must also be Garda Vetted.

2.4 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. The Deputy Principal will organise a timetable for TY students.

2.5 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.

2.6 TY students may not use a mobile phone during work experience.

2.7 Students are expected to co-operate with the general rules, procedures and organisational policies of the school.

2.8 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.

2.9 All matters pertaining to the staff, Board of Management, Parents' Association, pupils or parents 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.

2.10 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.

2.11 The pupils and staff will be expected to treat students on work experience programmes with respect at all times

2.12 All supervisors of work experience students, who visit the school, including teaching placement 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. Any breach of this may result in their exclusion from the school.

2.13 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.

2.14 If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.

2.15 St Benignus NS, Balcadden reserves the right to contact the college of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school.

2.16 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.

2.17 A timetable will be drawn up by the Deputy Principal for each student but he/she will be expected to be flexible in how they work.

2.18 Any absences must be notified in advance to the school.

2.19 The dress code is 'smart casual'. Professional appearance is expected at all times.

**3.0 Ratification**

Reviewed 14/5/2018

This policy was adopted by the Board of Management on \_\_\_\_\_ (date)

Signed: \_\_\_\_\_  
Chairperson of the Board of Management

Signed: \_\_\_\_\_  
Principal

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

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

**Work Experience Agreement**

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

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.

I have read and understood this Work Experience Policy.

Signed: \_\_\_\_\_ Work Experience Student

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