



Work Experience Policy

The Board of Management and staff of Carbury NS are 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.

Opportunities for Placements

- Places will be given on a priority basis to former pupils of the school.
- Only two participants at a time will be accepted on a work experience programme, except in exceptional circumstances.
- Participants must contact the principal and apply in writing **at least one month in advance** of their placement. Participants should state why they are interested in completing a placement in a primary school.
- Due to high demand, it may not be possible to accommodate all participants who express an interest. **As a result, contacting the principal early in the school year is advised.**
- 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.

Insurance and Garda Vetting

- Students must be fully insured while in the school by their respective college or school.
- All participating in work experience are subject to Garda Vetting. This process takes time and needs to be completed promptly. The principal will share the forms once the placement has been approved.

Conduct

- 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 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, Parent 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.
- 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.
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.
- Carbury NS reserves the right to contact the school or college of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school.

Agreement

- 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.
- 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 office by emailing info@carburyschool.com.
- The dress code is 'smart casual'. Neat dress is essential at all times.
- Smart devices are not permitted for use in front of pupils.

Signed. Linda McMahon Date: 20th March 2025

Principal

Derek Whitcomb
Chairperson of the Board of Management



<p style="text-align: center;">Work Experience Agreement</p>
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I agree to participate in a work experience programme in Carbury NS on the following dates:

_____.

I agree to be in the school by 8.50 am and to remain until at least 2.30 pm each day.

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

I have read the Welcome Pack provided by the school.

I understand the requirements in relation to my duties, the school's dress code, not using smart devices in front of pupils 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.

Signed: _____
Work Experience Student

Signed: _____
Principal of Carbury N.S.

Date: _____