

Tempo Primary School



Student Placement Policy

February 2025

Chair of the Board of Governors: _____

Date: _____

Principal: _____

Date: _____

“One more step along the world I go.”

Statement of ethos – Tempo Primary School

At Tempo Primary School, we welcome families from all backgrounds. Our Christian values are the foundation upon which we build caring and inclusive relationships within our school community. We provide high quality teaching and learning through a nurturing, child-centred approach. We encourage everyone to achieve their full potential within a supportive learning environment.

Vision

We will promote positive relationships (within a supportive and caring environment) and strive to inspire a love for learning. We will encourage every child to achieve their full potential and become effective contributors to their community in the future.

Mission Statement

- To provide an environment where children feel safe, happy and secure.
- To provide high quality teaching experiences designed to include everyone and help us succeed as a school community.
- To provide effective leadership on all levels and promote positive relationships based on core values.
- To work alongside parents and governors and external agencies to deliver the agreed aims of the school.

Aims

- To provide high quality work experience that will give students the experiences necessary to pursue a career in education or childcare.
- To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.

Types of Placements

The people who need a placement in the school to gain experience working with primary school children fall into the following groups. These are:

1. Students training to be teachers who are attached to a teacher training college/university.
2. Students who need experience working with primary school children before entering a teacher training college.
3. Students from SWRC who need experience working in schools as part of health and social care/early years programmes. This usually consists of certain days per week and then a number of week-long block practices throughout the year.
4. Students from the University of Ulster who need experience working in schools i.e. psychology students.
5. Secondary school students who need to gain work experience. This usually consists of a week in June.
6. Students training as Early Years Practitioners or teaching assistants. These students are attached to different courses.

7. People wanting to visit the school who are considering becoming a teacher and want to observe current practice before applying to a teacher training college.
8. Alongside these groups, a growing number of adults with no attachment to any place of learning have begun volunteering to help children in the classroom.

Factors Influencing Placement of Students

Several factors influence the placements of students. These are:

1. The education and emotional well-being of the children attending Tempo Primary School. The needs of our children and staff will always come first.
2. The day-to-day activities of the school and its educational obligations.
3. The amount of support that teaching staff can reasonably be expected to offer to those on placements.
4. The desire to maintain and improve good relationships with those who have a personal link with the school.
5. The desire to maintain and improve the school's role in the wider community.
6. The desire to maintain and improve existing relationships with other educational establishments.

Over the years, a good working relationship has been established with our Post Primary Schools and the Southwest Regional College.

Prioritising applications: How the offer of a placement will be decided

Due to the amount of people requesting experience in the school it may be necessary to prioritise the way we offer placements. If several requests for a placement in the school clash/overlap, places will be offered with regard to the criteria listed below:

1. Students on placements from the SWRC.
2. People with a current personal link to the school (parents and relatives of children currently attending the school, friends and relatives of school staff).
3. Students from institutions where the school already has a relationship.
4. People with a previous personal link to the school (parents of children who previously attended the school, ex pupils).
5. People from the immediate local community around Tempo Primary School.
6. Students with no personal link to the school who need to gain a minimum level of experience before enrolling on a teaching related training course.

Roles & Responsibilities

Training Provider/ Secondary School

- Apply on student's behalf for an advanced disclosure Certificate.
- Communicate with school regarding student's expected duties and commitments.
- Ensure adequate insurance is in place.
- Conduct own Health & Safety checks.

Student Placement Co-ordinator (Class Teacher/ Principal)

- Provide risk assessments.
- Organise placements within school.
- Manage communication between the school and the Training Provider/Secondary School.
- Offer or decline placements to work experience students after initial meeting.
- Attend induction session/s or training.
- Support teachers and guide them during the time a visitor is placed in their class.
- Provide any appropriate documentation to teachers and students/ visitors.
- Hold induction meeting with student to be shown around school and briefed on professional conduct and discuss Health & Safety and Safeguarding policies.
- Monitor the progress of student and respond positively to any issues that arise.
- Conduct lesson observations and feedback as set out in the Higher Education Institutions requirements.
- Brief class teachers regarding any specific needs of the student.
- Ensure students receive clear instructions from class teachers regarding their role in the classroom.

Student

- Communicate with school and training provider to inform of absences or changes to routine.
- Arrive punctually and neatly presented.
- Conduct themselves in a professional manner and maintain a professional, fair relationship with children.
- Inform class teachers in advance of any additional duties required such as observations or reports.
- Carry out duties as directed by the class teacher or student placement coordinator.
- Follow the example set by the class teacher and act as a role model for children.
- Read and follow current Health & Safety, Safeguarding and Child Protection Policy.

Arrangement of Student Placements

- Any adult volunteer wanting to carry out a student placement at the school will need to contact the school office.
- An Expression of Interest Form (Appendix 1) will be sent out, which they must complete and return for the attention of the principal. The students will then be either contacted to attend an initial meeting or declined a placement.

Supervision

- All students work under the supervision of the class teacher of the class to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking.
- Students should have clear guidance from the teacher as to how an activity is carried out and the expected outcome. Students are encouraged to seek further guidance from the teacher in the event of any query regarding children's understanding of a task or behaviour.

Health & Safety

Students who are successfully offered placements are briefed on the school's current Health and Safety Policy during an initial meeting. The class teachers will ensure visits. Students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/Principal.

Safeguarding

Students are briefed on the purpose and content of the Schools Child Protection and Safeguarding Policy during an initial meeting. Following these policies is a condition of their placement.

Safeguarding measures are in place to contribute to the safety of all our children.

It is important that students share any concerns over child protection with the class teacher/ Designated Teacher or Principal immediately and not with the parents of the child or any other person outside of school. Students are required to maintain confidentiality and will therefore not have details of child protection issues disclosed to them.

All students completing a period of work experience at Tempo Primary School will be asked to return a Feedback Form (Appendix 3) to the Class Teacher/Principal. The aim of the feedback form is to improve the experience for future students, generate constructive criticism and collect new ideas.

Feedback from Students

All students completing a period of work placement in Tempo Primary School will be asked to return a feedback form (appendix 3) to the principal. The aim of the feedback for is to improve the experience for future students, generate constructive criticism and collect new ideas.

Monitoring, Evaluating and Reviewing

Tempo Primary School's Student Placement Procedures Policy will be monitored by the principal and then will be reviewed and updated as required every three years. Information will be used from the Feedback form provided by the student when reviewing this policy.

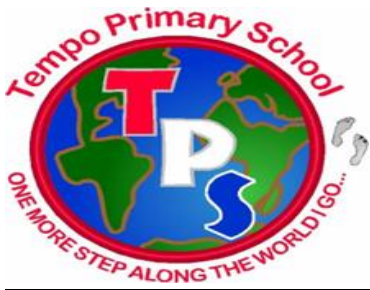
Approval of Student Placement Procedures Policy

Approved by Board of Governors

Chairperson: _____ **Date:** _____

Principal: _____ **Date:** _____

Reviewed by Principal: _____ **Date:** _____



TEMPO PRIMARY SCHOOL
Student Placement Expression of Interest Form

Name	
Address	
Date of birth:	
Telephone:	
Email:	
Duration of Placement Required (please indicate total hours and/or days)	
Preferred Dates	
Preferred Age Range/Key Stage (please leave blank if no preference) Name and Address of Current School/College/University	
Reason for Requesting Work Experience/Expected Duties	
Name and Type of Qualification working towards (if applicable)	
Do you have any relatives or friends currently at Tempo Primary School? Please give name and year/class.	
Any additional requirements for the placement?	

If you have any queries, please email Mrs A Erskine (Principal) aerskine838@c2kni.net or contact the school on 028 895 41349.



TEMPO PRIMARY SCHOOL

Student Placement Confidentiality Agreement

In agreeing to work as a volunteer or student at Tempo Primary school, I become a member of a team that works to provide quality education.

Please tick the boxes to indicate agreement.

I understand that my role is one of support for the school staff and children.

I will respect the confidentiality of staff and children at all times and will not discuss or divulge any information or activity which occurs at school.

I will respect the rights, privacy and dignity of all members of the school community.

Name: _____

Signed: _____

Date: _____



TEMPO PRIMARY SCHOOL

Feedback Form for Work Placement Students at Tempo Primary School

As a fresh pair of eyes at our school, we are very eager to hear your opinions and ideas. How can we improve the experience for future student placements and our own staff and pupils? Please take the time to answer these questions and return them to your class teacher. If you would prefer to discuss your ideas, please speak to your class teacher.

Before beginning your placement, was there any information you were not provided with that would have been helpful?
Was it clear who to speak to you should you have need support with your role? Did you feel supported?
What was the highlight of your placement at Tempo Primary School? Describe the best moment.
Describe a day that you finished work feeling that you had not achieved your best. What would have helped?
What do you think Tempo Primary School should be proud of?
What should Tempo Primary School concentrate on improving?
Any further comments or ideas for Tempo Primary School after being part of our team?

Thank you for your feedback and please keep in touch with Tempo Primary School. We wish you the best of luck with your career and supporting all children to love learning.

Mrs A Erskine
Principal