



Holycross National School

Secondary Placement / Work Experience Policy

Introduction

This policy was drawn up by the staff and Board of Management of Holycross National School, Firoda in order to clarify our school's position on the provision of Work Experience to Transition Year students.

Transition Year students and others seeking Work Experience are accommodated where possible in accordance with current school requirements and arrangements. In any school year, a total of six transition year students will be accommodated at the principal's discretion. A cover letter is required for the Board of Management along with Garda Vetting Details (E-Vetting). A copy of all documents will be kept on file. People on Work Experience and Transition Year students will follow the schools' policies and guidelines while completing their placement.

Aims and Objectives

- To provide Transition Year students who may be interested in working in a school environment with meaningful and hands-on work experience.
- To minimize disruption to the teaching and learning process, the core activity of our school.

Allocation of Work Experience

- The school will consider work experience placement from secondary school students seeking work experience as part of the Transition Year programme.
- Applications must be made to the School Principal.
- Transition Year students must furnish the school with appropriate documentation from the secondary school which they attend (letter requesting placement for the student, evidence of insurance for the student, Garda vetting, where appropriate).
- Priority given to students wishing to seek a teaching career.

Duties and Tasks

Duties and tasks will include the following:

- Helping the class teacher
- Working with various class groups at various times during the school day
- Assisting the teacher with supervision at break times
- Listening to reading
- Reading stories to various classes
- Any work deemed suitable and relevant to their placement.

Refusal/Termination of work placement

Requests for Work Experience may be refused if:

- In the view of the Board, sufficient placements have already been granted for the year.
- The Board does not feel that the work placement will be of benefit to the school.
- Evidence comes to light of Child Protection concerns regarding the applicant.

Work placement may be terminated if:

- The supervising teacher(s)/Principal are not satisfied that the student is contributing adequately to the life and work of the school, or is creating friction among staff or pupils.
- Inappropriate behaviour, especially towards children.
- The Board becomes concerned about the suitability of the student.
- If someone on Work Experience is dismissed, both the person themselves and their school will be informed of the reason(s) for dismissal.

Confidentiality

Anyone who is engaged in Work Experience in our school is required to observe the following requirements of confidentiality:

- Confidential or private documents should not be read. No-one doing Work Experience may remove any documents from the school, unless with the consent of the Principal.
- School business and procedures should not be discussed outside of school by people engaged in Work Experience. It is particularly important to respect the confidentiality rights of children, parents, teachers and other school staff.
- If a written report must be compiled as part of Work Experience, nothing in it should indicate the names of individual pupils or teachers (except in neutral terms such as class lists etc.) All written reports on the school completed by people on work experience should in the first instance be shown to the Principal.

Guidelines for Students in the School on Work Experience

- Students are expected to conduct themselves in a polite and respectful manner at all times.
- Students are expected to be on time.
- Students should contact the school office on days when unable to attend.
- Students will be required to spend the full day in the school.
- Students should not be alone with a child in an unsupervised area.
- Students must switch off mobile phones when on the school premises.
- All students are expected to dress appropriately for working in a school environment.

Break Times

All students will have their breaks before the official school breaks. Students are not permitted to sit in the staff room during breaks. Students are asked to interact with the children during both break times. The students will be encouraged to set up break and lunch time activities i.e. yard games, sports and matches.

Discipline and Child Protection

- The teaching staff are responsible for discipline in the school. People on Work Experience may not discipline children of the school. If people on Work Experience have a concern regarding behavior, they must report it to a member of the teaching staff.
- If people on Work Experience have any concerns regarding Child Protection, they should report it to the designated Liaison Person (DLP) or Deputy DLP.

Ratification and Review

This policy was formally ratified by the Board of Management on 1/5/25.

Signed: [Signature] Chairperson, BoM Date: 1/5/25

Signed: _____ Principal Date: _____