

## **St Brigid's GNS - Work Experience Policy**

The Board of Management and staff of St Brigid's GNS 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.

- Places will be given on a priority basis to students intending to study to become Primary School Teachers who are studying honours Irish for their Leaving Cert exams.
- Places will be given on a priority basis to former pupils of the school to complete their work experience/community placement in Transition year.
- Places will be given on a priority basis to former pupils of the school and children of staff who agree to be responsible for their supervision.
- The number of work experience participants in the school at any one time is shaped by the number of teachers willing to supervise their placement in the school, up to a maximum of five participants in the school in any one academic year.
- All Transition Year students participating in work experience in St. Brigid's GNS must be over sixteen and have completed Garda Vetting through St. Brigid's GNS. A copy of the clear Garda Vetting must be presented to the school ahead of the work experience being granted.
- The number of Teaching Practice participants in the school at any one time is shaped by the number of permanent probated teachers willing to supervise their teaching practice placement in the school, up to a maximum of five participants in the school in any one academic year.
- Only individuals aged 16 and over with clear Garda Vetting will be considered for work experience in St. Brigid's GNS.
- All Student Teachers participating in teaching practice in our school must carry out joint Garda vetting between their college and St. Brigid's GNS.
- All student SNAs must be Garda Vetted through St. Brigid's GNS ahead of work experience being granted.
- Students must be fully insured while in the school by their respective college or school. Copies of their insurance to be presented to St. Brigid's GNS on applying for a work experience/teaching practice placement.
- 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 always 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 have access to 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, teacher, 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 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 transition year student/ student SNA 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.
- St Brigid's GNS reserves the right to contact the college/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 Appendix 1). 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.

- The dress code is ‘smart casual’. Please bear in mind that visible tattoos, body piercings or bare midriffs may not be perceived as a reflection of professionalism.

Ratified by the Board of Management of St. Brigid’s GNS on the 8<sup>th</sup> March 2018.

## **St Brigid's GNS Work Experience Policy**

### **Appendix 1. Work Experience Agreement**

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

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

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

I have read the St. Brigid's GNS Work Experience Policy and understand all aspects of the policy.

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.

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

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