



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Student Teachers / Work Experience Policy

The Board of Management and staff of Raheen Wood Community National School 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 former pupils of the school.
- Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances.
- Students must be fully insured while in the school by their respective college or school.
- 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 for both the student teacher and pupils.
- 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 always be exemplary and of a professional nature.
- Students will be provided with 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, secretary or whichever staff member has been designated to supervise their duties.
- All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated with the utmost confidentiality. Any breach of this requirement will be deemed 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 always treat students on work experience programmes with respect.
- All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

towards their students, in keeping with the school ethos of providing a positive learning and working environment.

- If a student wishes to leave the workplace during the school day, he/she must seek permission from the Principal in advance
- *Raheen Wood Community National School* reserves the right to contact the college of the work experience student 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 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.
- A student may be asked to work with a small group of children by the Class Teacher. However, where a student teacher is asked to carry out one-to-one work with a pupil, the school must put provisions in place to ensure that this occurs in an open, public and visible space for both the student's and child's protection from a Child Protection point of view.
- 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.

Signature: *Alan Tucky*
Principal Teacher

Date: 25/06/2024

Signature: *Pearse O' Shiel*

Date: 25/06/2024

Chairperson, Board of Management



Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

Student Teacher / Work Experience Agreement

I agree to participate in a work experience programme in *Raheen Wood Community National School* on the following dates: _____ to _____.

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 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.

Signature: Alan Tachy
Principal Teacher

Date: _____

Signature: _____

Date: _____

Student Teacher