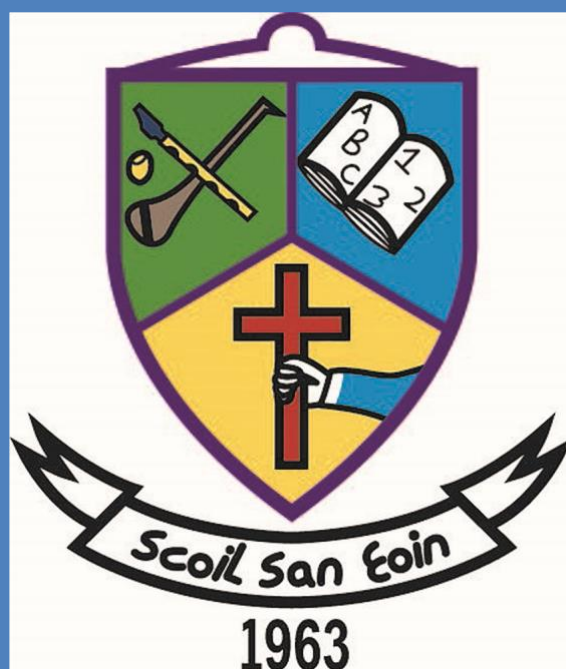


SCOIL SAN EOIN WORK EXPERIENCE POLICY



INTRODUCTION

The Board of Management and Staff of Scoil San Eoin are willing to provide opportunities of work experience placements within the school. The following are the circumstances under which work experience can take place.

- Places will be given on a priority basis to former pupils of the school, to parents of pupils and to children of staff members.
- Only two participants each year will be accepted – one from a respective secondary school and one from a college/education centre.
- Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
- Applications for work experience should be made in writing, well in advance of the dates being requested.
- Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted prior to commencing their placement. This requirement applies to persons undertaking long term placements, and/or those who will have unsupervised access to children. See DES Circular 0063/2010 for further information.
- 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 at all times be respectful of all members of staff, Board of Management, parents and pupils. They 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.
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language whilst in the school must be exemplary and of a professional nature at all times. To this end, they will be provided with copies of policies which are deemed necessary and appropriate for their work within the school.
- 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 the 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 except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the same form of discipline as the class teacher.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times.
- Supervisors of work experience students, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their student(s), 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 Principal, teacher, or office staff.
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance. Any absences must be notified in advance to the school.
- Scoil San Eoin 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 attached). The agreement can be terminated at any time at the discretion of the Principal/Board of Management.
- 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.

RATIFICATION OF POLICY

This policy was adopted by the Board of Management on _____

Signed: _____ (Principal) Date: _____

Signed: _____ (Chairperson) Date: _____

Date of next review: _____

WORK EXPERIENCE AGREEMENT

I agree to participate in a work experience programme in Scoil San Eoin, Redcross, Co. Wicklow, on the following dates:

I agree to be in the school by _____ a.m. and to remain until at least _____p.m. each day.

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

I have familiarised myself with relevant policies provided by the school.

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

Signed: _____ Principal

Date: _____