
**Crosskeys National School,
Crosskeys,
Co. Cavan**

**Phone: 049- 4336704
E-Mail: crosskeysns@gmail.com
Roll number: 19432k**



Work Experience Policy

Introduction

Crosskeys National School welcomes student teachers, transition year students and other categories of student seeking to gain work experience in the school. The central objective of this policy is to ensure that the good name of Crosskeys National School is preserved and that the welfare of the children in the school is paramount at all times.

Rationale

The school recognises its obligation to share best educational practice with those seeking to gain experience in a school setting and will host students in accordance with the capacity of the school to accommodate such students and in accordance with the willingness and availability of teachers to accommodate them. However, the accommodation of student teachers is ultimately at the discretion of the principal. The Principal Teacher of the school, as an agent of the Board of Management and charged with the day-to-day running of the school, reserves the right to refuse or allow applicants a work placement in the school.

Aims of Policy

This policy aims to promote:

- Awareness that the welfare of the children in Crosskeys National School is paramount
- An awareness of the importance of confidentiality during the time spent in the school
- A welcome to people who are accepted to work in the school on a short or long term basis during the school year be it as a student or on work experience

The Policy in Practice

The following documentation must be furnished by each applicant seeking a work placement:

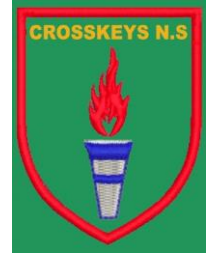
1. Letter of Application complete with details of the work experience being sought and documentation from the relevant school or college
2. Copy of student's Garda Vetting declaration and a signed Form of Undertaking
3. Crosskeys National School will send a letter of acknowledgment from the school confirming work placement or sign and stamp and form of completion linked to the college

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All categories of student are expected to respect the ethos of the school and to work under the direction of the principal or the teacher to whom they are assigned.

- Punctuality is essential for all work experience students. It is important to arrive on time, take breaks at the allotted time and not to leave school before the designated time. Please phone the school if you are sick and won't be able to attend.
- All students are expected dress neatly and professionally.
- All members of staff, pupils and the school community should be treated with the utmost courtesy and respect. Failure to abide by this may result in the termination of the work experience placement. Equally, members of staff are required to treat students with courtesy and respect and to guide and mentor them as applicable.
- **Confidentiality in relation to all matters relating to teachers, support staff, pupils and the organisation and administration of the school is an essential prerequisite for students on work placements. Breaches of confidentiality in relation to the school will be treated with the utmost seriousness.**
- All student teachers are expected to behave in a professional manner at all times, to abide by the school's Child Protection policy and the Code of Behavior. Should it become apparent that the student teacher is not carrying out his/her duties in a professional and satisfactory manner the class teacher is advised to refer the matter to the principal who will bring the matter to the attention of the teaching practice department at the College of Education.

In the spirit of the school's Code of Behaviour, the following points need to be remembered.

The Staff will aim to:

- Create a positive climate with realistic expectations
- Promote, through example, honesty and courtesy
- Provide a caring and effective learning environment
- Encourage relationships based on kindness, respect and understanding of the needs of others
- Ensure fair treatment for all regardless of age, gender, race, ability and disability
- Show appreciation of the efforts and contribution of all

Praise and encouragement throughout the school.

The Staff uses a range of strategies to promote and develop routines that foster good behaviour. All children deserve encouragement to attain their own best. Children will be encouraged, praised and listened to at all times by adults in the school. Praise is earned by good behavior as well as by personal achievements for their work.

Some examples of how staff praise, are:

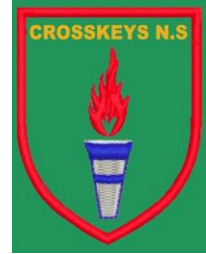
- Awarding stickers or certificates
- A quiet word of praise for effort
- A comment in a pupil's copy book
- A visit to another member of Staff or to the Principal for congratulations
- A word of praise in front of a group or class
- 'Golden Time', (where children play board Games or watch a film etc.) for class efforts
- Given some special job or responsibility
- A note or phone call to parent from the teacher or Principal

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Sanctions

The Staff use sanctions to prevent inappropriate behavior so that all children and staff can operate safely and happily in a relatively disruption free environment. When sanctions are being used Staff make it clear that it is the behaviour rather than the person that is the focus. Each child will be told clearly why the sanction is being applied and what is required to avoid future sanctions.

The following steps will be taken when the children behave inappropriately. They are listed in order of severity with one being for a minor misbehaviour and nine being for serious or gross misbehaviour. The list is by no means exhaustive.

The aim of any sanction is to prevent the behaviour occurring again and if necessary to help the pupils devise strategies for this.

1. A reminder of the rule the child is breaking
2. Verbal reprimand including advice on how to improve
3. Temporary separation from peers to a table on his/her own within class
4. Prescribing extra work/writing out the story of what happened
5. Loss of privileges
6. Communication with parents
7. Referral to Principal
8. Principal communicating with parents

While the School tries to facilitate all work experience, including classroom management strategies, the class teacher may have to interrupt work experience if children are not adhering to the class rules, or compromising their health and safety or the health and safety of other children or staff.

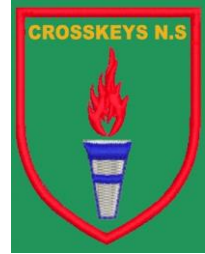
Student teachers must consult with class teacher before recording or taking photographs of children as the class teacher has a list of those children whose parents have consented to images of their child being used in school.

Accommodating Work Placement

- Crosskeys National School welcomes student teachers and recognises its obligation to share best practice in education with student teachers.
- Fully registered teachers in Crosskeys National School are eligible to host a student teacher.
- Crosskeys National School will host student teachers in accordance with the school's capacity to accommodate them and is dependent on the willingness and generosity of teachers in the school.
- No teacher will be obliged to host a student teacher.
- Student teachers are expected to respect school resources such as photocopier, laminator, computers and use them in a judicious way as teaching aids and not for personal use.
- Student teachers are requested to refrain from using mobile phones during class time unless absolutely essential.

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Transition Year Students and Childcare Students

The same points relevant for Student teachers apply for Transition and Childcare students. Priority will be given to past pupils of the school who apply for work experience placements.

This Policy was approved by the Board of Management of Crosskeys National School on 18-01-24 having been formulated through the usual consultative processes.

Monitoring and Evaluation

The Board of Management will monitor the implementation of all aspects of the Policy and review and amend the Policy as required.

Review Procedure

The policy will be reviewed regularly in the light of experience.

Signed: Fr Donal Kilduff Date: 10-06-24

Chairperson, Board of Management

Signed: Niall Gurhy Date: 10-06-24

Principal/Secretary to the BoM