

# Presentation Senior School

## Work-Placement Policy

### Introductory Statement

This policy was devised by the Principal, staff and Board of Management of Presentation Senior School.

The Board of Management and staff of Presentation Senior School understand and appreciate the value of work placement programmes organised by education providers. However, school management is primarily concerned with the education and welfare of its current student co-hort. In this regard, the school will take care to ensure that work-placements do not cause unnecessary disruption to learning in the school.

### Application for Work-Placement

Students wishing to apply for work placement are required to complete the application form in appendix one and return it to the school office at least two weeks in advance of the proposed commencement date:

Due to the extremely high volume of requests for work-placement from post-primary, undergraduate and post-graduate students, school management will give preference to those students who fall into one or more of the following categories:

- Past pupils of Presentation Senior School;
- Parents/guardians/siblings of **current** students in Presentation Senior School;
- Sons/daughters/parents/guardians/siblings/partners of **current** staff in Presentation Senior School and Presentation Junior School.

Applications for work placements may be approved if the following requirements are met:

- The applicant falls into one of the categories listed above;
- The applicant has satisfactorily completed the work placement application form in appendix 1.
- The applicant is attending a recognised and approved education provider requiring the work placement for her/him and proof of same is provided;
- The school is in a position to accommodate the applicant;
- School management is confident that the applicant is willing and able to conduct themselves appropriately for the duration of the work-placement;
- School management believe the applicant is suitable to work in a primary school;
- The work placement application is received at least two weeks in advance of the proposed commencement date.

Applications for work placements will **not** be approved if:

- The applicant is attending a post-primary school and requires a work placement for more than five school days;
- The applicant requires work-experience in the school office;

Students whose work placement applications have been approved will be informed by email. The following information will be included in the confirmation email:

- Dates of work-placement;
- The name of the staff-member and/or class to whom the student is assigned;
- Information with respect to the availability of car parking in the staff car-park;
- A copy of this policy document;
- Details of where to find the following policies on the school website:
  - Safety, Health and Welfare Statement
  - Child Protection Policy
  - Internet/Email Acceptable Use Policy
  - Work Placement Policy

### **Presentation Senior School's Expectation of Students on Work-Placement**

A student on work-placement is advised to be aware of the following:

1. A student is expected to arrive in school on time (8:50am). A student who is unable to attend or arrive on time is required to **email the school** before 8:45am. The school phone may not be manned before 9am;
2. On the first day of the work placement, the student is required to enter the main-building through the front door and introduce him/herself to the school secretary and/or Principal;
3. A student is required to familiarise him/herself with the following school policies in advance of their first day on work-placement in Presentation Senior School:
  - a. Work-Placement Policy;
  - b. Child Protection Policy;
  - c. Safety, Health and Welfare Policy;
  - d. Internet/Email Acceptable Use Policy;
4. A student is required to familiarise him/herself with the school's emergency evacuation procedures; these procedures are displayed on the doors in each room of the building;
5. A student is required to take direction from the staff member to whom she/he has been assigned; she/he is expected to make a positive contribution to the work-place by completing, to a very high standard, all tasks assigned by the supervising staff-member; a work-placement may be terminated if a student is not willing and/or able to make a positive contribution to the workplace.
6. A student who is not Garda-vetted must work under the supervision of a teacher at all times;
7. A student on work placement will report to the teacher to whom they have been assigned by the principal teacher; any student who is having a difficulty with their work placement should inform the teacher to whom they have been assigned and/or the principal teacher;
8. A post-primary student on work-placement is required to assist with the supervision of the school yards during break times; he/she may use the school staff-room at times other than 10:20 – 10:30 and 12:30pm – 1:00pm.
9. A student on work-placement is required to use the staff toilets only;
10. A student must ensure that her/his mobile phone is on silent or switched off when they are working in the school;
11. A student must not smoke, consume alcohol or take any illegal substance while she/he is on any part of the school premises;
12. A student must behave in an acceptable manner at all times while they are on work-placement in the school; the work-placement will be terminated immediately if the student fails to behave in a manner deemed acceptable by school management;

13. A student is expected to dress in a manner that is appropriate for personnel working in a primary school;
14. A student must not discuss or share with others sensitive or confidential information, relating to the school's students or personnel, during or after the work-placement;
15. A student must provide the principal teacher with a copy of all pupil and/or classroom observation notes taken during a work-placement;
16. A student who requires the school to complete an assessment and/or attendance record must provide details of same on the first day of the work placement;
17. Parking may be provided depending on availability;
18. The school accepts no responsibility for any loss or damage to a student's property while she/he is on work-placement in the school.

### **Work-placement – Information for Teachers**

Staff members are advised of the following in relation to work-placement:

- Each fully probated teacher will be expected to take students on work-placement; no teacher will be required to take more than one student attending a college of education for an extended period (e.g. more than five weeks) of teaching practice in one school year; no teacher will be required to facilitate post-primary students on work placements for more than five school days in any one school year;
- Confidential student and/or staff information must not be shared with students on work placement;
- Staff members who have been assigned a student on work-placement are asked to invest some effort in helping the student to make the experience positive and meaningful for themselves;
- A staff member should inform the principal immediately if she/he feels that a student on work placement assigned to her/him is not:
  - Performing assigned duties to an acceptable standard;
  - Behaving in an acceptable manner;
- Details of all approved work placements will be entered on the Google School Calendar and Aladdin which may be accessed by all staff members.

### **Communication of Policy**

This policy is available in the policy section of the school website. A copy of the policy will be emailed to all students who apply for a work-placement. A copy will also be provided to any education provider on request.

### **Ratification of Policy**

This policy was ratified by the Board of Management of Presentation Senior School on 13<sup>th</sup> May 2015.

## Appendix 1: Work Placement Application Form

Applicant Details						
Full Name:		Address:				
Mobile Phone Number:		Email Address:				
Full Name of Next of Kin:		Next of Kin – Mobile Phone Number:				
School/College Programme for which work placement is required e.g. B.Ed. LCVP		Dates of work-placement:				
I am a past-pupil of Presentation Senior School.					Yes	No
I am a parent/guardian/sibling of a student <b>currently</b> enrolled in Presentation Senior School.					Yes	No
I am a parent/guardian/sibling of a staff-member <b>currently</b> employed in the Presentation Junior and/or Senior School					Yes	No
I am Garda-vetted and an up-to-date copy of my Garda vetting is attached					Yes	No
I request permission to park my car in the staff car park for the duration of the work placement. This facility is not available to post-primary school students.					Yes	No
Work Placement Details – Students in Colleges of Education						
This section should be completed by students in <u>colleges of Education</u> only i.e. those students who are attending teacher-training colleges.						
*Class Requested: (Please circle one only)	ASD Unit	3 <sup>rd</sup> Class	4 <sup>th</sup> Class	5 <sup>th</sup> Class	6 <sup>th</sup> Class	
Work Placement Details – Students NOT in Colleges of Education						
Please outline why you would like to complete your work placement in Presentation Senior School.						

<b>Education Provider Details</b>				
Full Name and Address of Education Provider requiring completion of the work-placement:				
Phone Number:		Email:		
Work-placement co-ordinator:		Contact details for work-placement co-ordinator:		
An official letter from the education provider outlining details of the applicant's requirements to complete a work-placement is attached.			<b>Yes</b>	<b>No</b>
A copy of the education provider's insurance covering the applicant on work placement is attached.			<b>Yes</b>	<b>No</b>
The education provider confirms that the applicant is Garda-vetted and a copy of the Garda vetting form is attached.			<b>Yes</b>	<b>No</b>
<b>School Policies</b>				
I understand that if I my work-placement application is successful, I will be required to read the following policies of Presentation Senior School:			<b>Yes</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Child Protection Policy</li> <li>• Work-Placement Policy</li> <li>• Safety, Health and Welfare Policy</li> <li>• Internet/Email Acceptable Use Policy</li> </ul>				
<b>Declaration</b>				
<b>The information provided in this form is accurate.</b>				
Signature of Applicant:				
Signature of Education Provider's Work Placement Co-ordinator:				
Education Provider's Official Stamp:				
<b>Office Use Only</b>				
Approved by:	Documentation Insurance Garda Vetting Letter from Ed Provider	Assigned Teacher	Listed on Aladdin & School Calendar	

Applicants should send the completed form to Presentation Senior School at least two weeks in advance of the requested work-placement. A copy of the school's Work-Placement Policy is available on the school website – [www.presentationmullingar.ie](http://www.presentationmullingar.ie) .