



Crecora National School

Work Experience and Teaching Placement Policy

Crecora National School has welcomed student teachers from the time the school was founded and to date we have never had a written policy in place. In recent years, however, the number of applicants for various types of work experience has greatly increased. At this point in time it is felt necessary to have such a policy in place. This policy was formulated as a result of consultation with staff and members of the Board of Management.

The school recognizes 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 first consideration must be the needs of the pupils in Crecora National School.

Transition Year Students

No more than one student per term will be taken on TY work experience. Only students with a genuine interest in pursuing teaching as a career will be considered. The following requirements apply to applicants wishing to apply for **transition year work experience**.

- Completed application form (available from the office or on the school website) forwarded to the Principal. (A phone call will not suffice). This application should be made well in advance (at least three months) of the dates being requested.
- Documentation from the relevant school or college.
- Garda vetting supplied by the relevant secondary school

Selection will be based on first come first served basis for those applicants fulfilling the following criteria.

- Past Pupil of the school
- Children and siblings of current staff members
- Genuine interest in Primary School Teaching as a career.
- Students must be studying Irish at honours level. (Those pursuing pass Irish are precluded from pursuing teaching as a career).

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. A post primary student on placement is required to assist with supervision of the school yard during all break and lunch times.

NOTE: Should the school be given notice of a WSE (Whole School Evaluation) during the term of the work experience, the school reserves the right to cancel that placement.

Student Teacher Placements

The accommodation of student teachers is ultimately at the discretion of the principal. Hosting a student teacher is dependent on the willingness and generosity of teachers and staff in the school. No teacher will be obliged to host a student teacher. Teachers may decide, for a variety of reasons, that they are not in a position to host a student at a particular time. All student teachers are expected to behave in a professional manner at all times, to abide by the school's child protection policy and to maintain confidentiality in relation to the pupils, parents and staff at Crecora National School and to dress appropriately. 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. The following should be noted with regard to placement.

- The needs of the children in Crecora National School are management's priority. Therefore, not every class may be deemed a suitable class for student teachers.
- Fully probated teachers in Crecora National School are eligible to host a student teacher. Classes being taught by staff undergoing probation are precluded from accepting a student teacher.
- No more than one student will be accepted on an extended placement per academic year except in exceptional circumstances.
- No more than one teacher per class grouping will be accepted in any academic year.
- Teachers reserve the right to accept or refuse student teachers.
- Applicants need to apply well in advance of their intended placement.
- It should be noted that the Principal will not be in a position to know the make up of class groupings before the last week of June in any year.
- Only written applications will be considered. A phone call to the office will not suffice.
- Timetabled school activities will carry on as normal e.g. swimming, hurling, cycling, RSE talks, etc. Students will need to consider this when applying for placement.
- Team teaching initiatives will also carry on as normal e.g. Aistear, Literacy Lift Off, CAPER, Maths Stations, Building Bridges, Nuero developmental exercises etc. Students will need to consider this when applying.
- Other school activities such as school Masses, cake sales, Grandparents' Day, etc. will also carry on as normal.

- Due to a shortage of car spaces in the staff car park, and in cases where more than two students are on teaching practice in the school at the same time, students will not have access to car parking in the staff car park. However, they may park in the car park adjoining the Church.

Selection will be based on a first come first served basis (written application) to those who meet the following criteria.

- Past Pupils of the school
- Children/siblings of current staff.

NOTE: Should the school be given notice of a WSE (Whole School Evaluation) during the term of the work experience, the school reserves the right to cancel that placement.

Both transition year students and student teachers are expected to respect the ethos of the school and to work under the direction of the principal and the teacher/ staff member 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. All students are expected to dress neatly and in accordance with normal practice in the school. This may be summarized as "neat casual" with no body piercings (apart from earrings) or tattoos to be visible. All members of staff, pupils and the school community will be treated with the utmost courtesy and respect. Failure to abide by this code of behaviour 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 organization and administration of the school is an essential pre-requisite for students on work placements. Breaches of confidentiality in relation to the school will be treated with the utmost gravity.

Crecora National School welcomes student teachers and recognizes its obligation to share best practice with them. The school maintains close links with Mary Immaculate College.

This policy was ratified by the Board of Management on 16th November, 2015.

Appendix A



Application for Work Experience (Transition Year Students)

Name: _____

Address: _____

Telephone Number: _____

Name of Secondary School: _____

Dates of Proposed Work Placement: _____

Past Pupil or Child/Sibling of current staff member: Yes No

I am interested in Primary School Teaching as a Career: Yes No

I am studying Honours Irish for my Leaving Certificate Examination: Yes No

I am Garda vetted and an up to date copy of my Garda vetting is attached: Yes No

Signature of Applicant: _____

Note: If you have ticked no to any of the above boxes, you are not eligible to apply.

Appendix B



Application for Student Teaching Practice/Placement

Name: _____

Address: _____

Telephone Number: _____

Email address _____

Past Pupil or Child/Sibling of current staff member: Yes No

I am Garda vetted and an up to date copy of my Garda vetting is attached: Yes No

Dates of Teaching Placement/Practice _____

Class/Classes requested _____

I understand that any application for student placement cannot be confirmed until 30th June prior to placement. It will depend on the following:

- Crecora National School class allocation (decided at the end of June).
- The needs of the pupils in requested classes.
- The willingness of Class Teachers to accept students on placement.
- The availability of classes with Probated Teachers. (Classes with unprobated teachers cannot accept students).
- Whole School Evaluation notification.
- The number of students requesting placement. (First come first served basis).

Signature of Applicant: _____

Note: If you have ticked no to any of the above boxes, you are not eligible to apply.

Education Provider Details

Full Name and Address of Education Provider requiring completion of Teaching Practice /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 teaching practice/placement is attached.	Please circle Yes No