



# Ballindaggin National School

Ballindaggin,  
Enniscorthy  
Co. Wexford  
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Principal: Mr Conor Mc Donald

## Work Experience / Teaching Practice Policy

### Rationale

The Board of Management and staff of St. Colman's NS Ballindaggin acknowledge the need to provide opportunities for work experience/teaching practice to students for education related courses. This includes students on Transition Year Programmes, students from Colleges of Education and students studying childcare or Special Needs Assistance (SNA) programmes. Due to the large volume of people wishing to be placed here throughout the school year, it has become necessary to develop guidelines to ensure that work placements are effective for the school and students alike. The Principal, Deputy Principal and post holders discussed areas to be included in the policy and feedback was invited from all members of staff.

### Context

St. Colman's is a co-educational Catholic Primary School with 6 mainstream classes.

### General Information

Students on teaching practice from Colleges of Education will be prioritised for placement.

TY students will only be placed at the junior end of the school, Junior Infants to Second Class and are subject to a maximum of one student per teacher per year.

St. Colman's N.S reserves the right to contact the college of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school.

Students from Colleges of Education or those on work experience will not be placed in the following classes:

- (a) a class where there is a teacher who has not been probated
- (b) a class which a teacher has recently moved into
- (c) a class where there is a substitute/temporary teacher covering a maternity leave/parental leave or other absences
- (d) an unusually large class
- (e) where a teacher is unexpectedly out of school on long-term sick leave every effort will be made to accommodate the placement but this cannot be guaranteed
- (f) where the prospective student has a sibling

### Break arrangements and supervision

- Students on work experience will have their breaks scheduled before or after the usual break times. This is to alleviate pressure on an already crowded staffroom.
- Students on Teaching Practice will accompany their assigned teacher when on yard duty.
- Students on all other placements will be expected to take part in yard supervision daily.

## **Garda Vetting Requirements**

All students must comply fully with Garda Vetting requirements and furnish the school with a copy in advance of work placement/teaching practice. All TY students over 16yrs of age must be Garda Vetted as per legislation. Students under 16 yrs of age will be treated on an individual basis

## **Insurance**

Students must be fully insured while in the school by their respective college or school. A letter from the college must be provided to the school from the College in advance of starting

## **Conduct**

- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils - their actions and language while in the school must be exemplary and of a professional nature at all times.
- Students will be provided with copies of policies or directed to the website to access policies which are deemed necessary and appropriate for their work within the school. They 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, or whichever staff member has been designated to supervise their duties.
- Students are requested to keep a “professional distance” from the children- no hugging, kissing, children sitting on student’s laps etc.
- Students should always feel free to ask for assistance or advice from the teacher or Principal if they are unsure of anything
- Chewing gum is prohibited
- Mobile phone use during class time is not permitted

## **Staff and pupils**

The pupils and staff will be expected to treat students on work experience programmes with respect at all times

## **Supervisors**

All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.

## **Confidentiality**

- 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 your work experience may be terminated
- Confidentiality extends to not speaking about children outside of school regarding their abilities, behaviour or otherwise
- 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
- Phone numbers which the student may be given are for professional use only and are not to be shared with others. Such numbers, if any, should be deleted once work experience or Teaching Practice has ended. Under no circumstances should staff mobile numbers be shared. Contact with the school should be via the landline and the secretary during school opening hours or by email

## **Punctuality and attendance**

- Students are asked to familiarise themselves with opening times, closing times and all breaks
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance
- 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. One copy of the agreement will be retained by the school and the other copy given to the student
- Any absences must be notified in advance to the school. Only days attended will be signed off. Absences will be notified to the Colleges

## **Dress Code**

The dress code is strictly professional and classified as 'smart casual' for teaching practice students and other students on observation or placement.

Transition Year Students should wear their own school uniform to distinguish themselves from members of staff

## **Application Procedure**

It is the responsibility of each student to include all necessary information, as outlined below, with their application. Incomplete applications will not be considered under any circumstances. Email applications only.

Teaching Practice Placements/Observation from Colleges of Education

Teaching Practice Placement requests should be made via email, well in advance of the dates being requested. Placement requests may not be considered further than 6 months in advance. Email Principal at: [principal@ballindagginns.ie](mailto:principal@ballindagginns.ie) and include the following:

- College and course details
- Year of study
- Specify whether Teaching Practice/Observation
- Exact dates
- Frequency of inspection visits
- Choice of class (Please give two options)
- Specify whether a past pupil
- Home address
- Primary and Secondary School attended. The school may ring either school for a reference.
- Contact details to include mobile phone and email
- Garda Vetting must be secured before placement commences. As Garda vetting takes a number of weeks, students are requested to have this in place well before their placement. Copies of this should be forwarded to the school.
- Copy of college insurance

## **Childcare/Education related placements**

Applications for work experience for childcare/education related placements should be made via email, well in advance of the dates being requested. Placement requests may not be considered further than 6 months in advance. Email Principal at: [principal@ballindagginns.ie](mailto:principal@ballindagginns.ie) and include the following:

- College and course details
- Year of study
- Exact dates
- Frequency of inspection visits if any
- Details of class/setting required, giving two choices
- Specify whether a past pupil
- Home address
- Primary and Secondary School attended. The school may ring either school for a reference.
- Contact details including email and mobile number
- Please supply the name and contact details of at least one reference from your
- College whom the school may contact for a reference.
- Garda Vetting must be secured before placement commences. As Garda vetting takes a number of weeks, students are requested to have this in place well before their placement. Students should forward the Garda vetting form to the school for the Chairperson of the Board of management to sign and forward to the relevant body for processing
- Copy of college insurance
- Proof of enrolment on the course on college headed paper

## **Transition Year Students**

Transition Year Students, with a genuine interest in becoming a Primary School Teacher, must apply via email to the Principal outlining their interest in teaching and how they hope the placement will benefit them. Students must have completed higher level Irish at Junior Cert level and be pursuing higher level Irish for the Leaving Certificate.

Email Principal at: [principal@ballindagginns.ie](mailto:principal@ballindagginns.ie)  
and include the following:

- Name of Secondary School
- Name of Primary School attended
- Exact dates you are looking for placements. Please indicate clearly whether this is on a day per week basis or in week long blocks
- Please supply the name and contact details of at least one teacher from your College whom the school may contact for a reference
- Students over 16 yrs of age must receive Garda Vetting prior to their placement.
- Students should forward the Garda vetting form to the school for the Chairperson of the Board of management to sign and forward to the relevant body for processing
- Copy of school insurance

## **Ratification:**

This policy was ratified on the \_\_\_\_\_ and will be reviewed as is necessary to reflect changes in procedures and practices.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Principal

## Agreement

I agree to participate in a Work Experience Programme/Teaching Practice in St. Colman's N.S on the following dates:

- I agree to be in the school by 9.00 am and to remain until at least 2.40 pm each day.
- If driving to school, I agree to arrive in the car-park no later than 8.50 am and not to exit the car park until it is safe to do so in the evening, after children have left.
- I agree to perform whatever duties are assigned to me to the best of my ability.
- I have read the Teaching Practice and Work Experience Policy 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.
- I have read and I understand the Child Protection Policy and the Code of Discipline and I am aware of the Designated Liaison Person and the Deputy Designated Liaison person

Signed: \_\_\_\_\_ ( Student)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Principal)

Date: \_\_\_\_\_