



Transition Year Work Experience and Other Work Experience Policy

Due to a 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 following guidelines apply:

- Providing teachers are willing to accommodate a student, Killoughteen National School will try to accommodate students from Transition Year to carry out work experience in the school.
- Students, with genuine interest in becoming a primary school teacher, must apply, via email info@killoughteenns.com, outlining their interest.
- An online form will be sent to each applicant. The information gather will include:
 - Name, age, address
 - Dates of placement
 - Details of their school and TY coordinator
 - Details on siblings/relatives in the school.
 - Any medical conditions
- All applicants must be 16 years old at the time of placement and Garda Vetting should be completed.
- Students will be invited to apply for one week's work experience.
- If applications exceed places available decisions will be made using the following criteria:
 1. Past pupils living in the parish
 2. Past pupils living outside the parish
 3. Any other students
- At that stage of the process, should the number of applications still exceed places available, places will be decided on a lottery basis by the principal.
- A certificate of Insurance, evidence of Garda Vetting and a Form of Undertaking must be forwarded by successful candidates to the school prior to the commencement of work experience.

Transition Year Work Placement: Killoughteen National School

General Information:

- Students must forward a Certificate of Insurance, Evidence of Garda Vetting and Form of Undertaking to the school prior to the commencement of work experience.
- Students should be punctual and contact the office at 069 61195 if unable to attend.
- On the first day, report to the principal, who will direct you to your classroom.
- On subsequent days go straight to your classroom.
- Neat, appropriate dress is essential. Long hair should be tied back.
- Inappropriate or bad language is not permitted on the school campus.
- Confidentiality is essential and students may not discuss any information about a pupil or a staff member with others.
- Students are encouraged to ask for assistance from the teacher, Principal and Deputy Principal or any staff member.
- It is the responsibility of students to familiarise themselves with our Safeguarding Statement and our Covid Response Plan available on our website www.killoughteenns.com
- Students should not be on their phones during the day when in class or on the yard.
- No smoking or vaping is allowed during school hours or on school premises.
- Students are expected to follow the same rules that the pupils of Killoughteen NS follow.

Breaks

- Break times for the children are from 10.30-10.45 for small break and 12.35-1.00 for big break
- All TY work experience students will participate in Yard Duty, so are advised to bring a coat. TY students will take their break after yard duty is finished in the kitchenette beside the hall. They should assist the staff on supervision duty.
- Students should bring a packed lunch along with their own travel mug.
- Please tidy up after each break.

Please do not attend school if:

- You are generally unwell.
- If you have had a vomiting bug, you should 48 hours clear of symptoms. Hygiene guidelines such as hand washing, hand sanitising, coughing etiquette and disinfecting of work surfaces must be always followed.

Duties:

- Students work under the direction of the class teacher.
- Tasks may include classroom observation, helping with group work, assisting with storytelling, P.E., Art, going to school events or project work.
- Tasks may also include assisting with preparation of resources or helping with tidying up of resources, games etc.
- Students are required to assist teachers on the yard.
- Students should always feel free to ask for assistance from the class teacher, Principal, Deputy Principal, or any staff member.
- Written reports are sent regarding the work experience to the school attended by the student.

Other Work Experience Applications

- Those who are undertaking other courses and require work placement and/or observation will be considered on a case-by-case basis.
- The same rules apply to those who wish to undertake placement in the school, must complete the online form, provide relevant documentation as well as complete a report to submit to their course provider, and must be over the age of 16 with garda vetting.
- In these circumstances past pupils will be given first preference.
- Those who wish to observe/shadow SNA staff in the school will be considered on a case-by-case basis. Due to the nature of SNA duties, who work with vulnerable children, it may not always be possible to accommodate those who wish to observe SNA staff. However, if the school can accommodate, alternative setting may be arranged.

Research projects

- Partaking in research projects can be hugely beneficial to the school but is also very time consuming on school staff.
- Those who wish to complete research in the school must formally write to the school, outlining the project and time needed, and must be submitted 6 weeks prior to the scheduled research date.
- Due to time constraints, each project will be approved on a case-by-case basis, time commitments of the school, and staff willing to participate.

Ratified by the Board of Management on 18th February 2024