

WORK EXPERIENCE POLICY

Scoil Mhuire gan Smal (B), Glasheen Boys' N.S.

(Last Reviewed February 2018)

- Aims:**
- (i) To ensure the smooth running of the school.
 - (ii) To establish criteria to decide on who is facilitated.
 - (iii) To set down procedures for work experience.

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Rationale: Due to the school's proximity to U.C.C., The College of Commerce, St. John's College, Coláiste an Stiofáin Naofa, C.I.T., as well as connections with Mary Immaculate College, St. Patrick's college, Hibernia College, Marino College and several other colleges, we receive a huge number of requests each year for work experience. Unfortunately, it is not possible to accommodate everyone. This has become even more apparent, with an inordinate number of requests for teacher placements, including 10 week placements, spread over various classes. While the school always does its level best, even applications from those connected to the school, cannot always be accommodated, due to the incredibly strong demand.

In addition, there are those from local Secondary Schools who request transition year experience, pupils in various Colleges of Education seeking Teaching Practice Experience and/or Observation, as well as various other forms of work experience.

Our school is fortunate to have the services of a number of Special Needs Assistants who support pupils and teachers in their classrooms. This also means that there are fewer opportunities and tasks for those coming in, seeking work experience.

To be fair, not only to those who are facilitated but also to existing pupils and staff, it was necessary to draw up this policy.

Those whom we will make every effort to facilitate are:

1. Pupils who genuinely wish to pursue Primary Teaching as a career. (Students need to be studying Higher Level Irish for Leaving Cert to do Primary Teaching).
2. **Past pupils** of the school.
3. **Family members** of pupils/staff
4. Those with a **direct connection** with the school.

Candidates seeking work experience, need to:

1. Make a request in writing.

2. Satisfy the Board of Management that insurance cover and a character reference (Garda Vetting) are provided by his/her college/school, prior to starting work experience.
3. Agree to respect the **confidentiality** of pupils/staff.
4. To ensure that all his/her dealings with pupils are appropriate
5. In the event of any difficulties arising, these should be referred immediately, to the principal / class teacher.
6. Course work that requires a report being written by the candidate on work experience, must not identify the school, or people in it (staff or students). All such reports/course work should be presented to the principal, on completion of Work Experience.
7. All correct safety and ethical procedures must be followed at all times.
8. All candidates, over 16 years of age, seeking work experience, **must be Garda Vetted**, prior to starting work experience.
9. Candidates also need to be familiar with our school's **Acceptable Use Policy**. Mobile Phones should be placed on Flight Mode during all periods while in the school grounds. Using mobile phones to access the internet or take photographs within the school, is strictly forbidden.

The policy on Work Experience has been prepared based on conditions existing in Glasheen Boys' School at the time of writing. It may be altered, revised or updated at a future date so as to comply with any changes in conditions. It was first formulated in October 2005 and **last updated in January/February 2018**.

Signed: *Máire Calnan* Date: February 2018
 Chairperson, Board of Management.

Declaration To Be Signed By Candidate

I have applied for work experience from-----

to -----in Scoil Mhuire gan Smál (B), Glasheen.

I have read the school policy on work experience and will provide all necessary documentation. I agree to abide by the terms set out in the above policy.

Signature: -----

Date: -----

