



Scoil San Treasa

The Rise, Mount Merrion, Co. Dublin A94EK75



Work Experience and Teaching Placements Policy

The Board of Management and staff of Scoil San Treasa are willing to provide opportunities of work experience for students from the wider school community. The following are the procedures under which this work experience can take place.

- Places will be given on a priority basis to former pupils of the school.
- Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances at the discretion of the Deputy Principal / Principal.
- Students must be fully insured while in the school by their respective college or school – a letter to this effect should be provided.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
- Students must at all times be respectful of all members of the school community - staff, Board of Management, parents and pupils. Their actions and language whilst in the school must be exemplary and courteous at all times. An initial induction meeting will be provided to support the student in this regard.
- Students will be made aware of policies which are deemed necessary and appropriate for their work within the school and are expected to co-operate with the general rules, procedures and organisational policies of the school – Child Safeguarding and Health and Safety.
- Students should be willing to follow the instruction/guidance of the Principal, Deputy Principal, and are under the direction of the relevant class teacher.
- All matters pertaining to the staff, Board of Management, Parents Council, 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. The use of mobile devices is not permitted.
- 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.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times.
- 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.
- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.
- Scoil San Treasa 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.
- 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.
- A timetable will be drawn up for each student and they will be expected to be flexible in how they work.
- Any absences must be notified in advance to the school.
- The dress code is 'smart casual' and must be appropriate for the school context.
- Applications for work experience should be made in writing well in advance of the dates being requested to placements@sstreasa.ie
- All students must be Garda vetted prior to commencing work and therefore must have reached 16 years of age. (DE 31/2016).
- Applications should specify the main area of interest – (teaching, childcare, special needs etc.) and outline the reasons for seeking experience in this area.
- In the normal course of events, a maximum of 2 placements will be facilitated in any one school year.

This policy was adopted by the Board of Management on 23rd September 2024.