

*St Joseph's NS  
Hacketstown,  
Co. Carlow  
059 – 6471199  
Roll No: 17127S  
htownns@gmail.com*



# Work Placement Policy

## **Rationale:**

The policy as outlined was put in place to;

- Clarify areas of responsibility
- Give clear guidance to teaching practice students regarding their placement in our school.
- Give clear guidance to second level students regarding their placement in our school.

## **Procedures for student teachers to follow in respect of teaching practice placement:**

1. Student teachers should contact the school well in advance of the teaching practice placement and make an appointment to see/speak with the principal/ requests at short notice may not be considered.
2. Students should bring all relevant documentation regarding the teaching placement to the principal.
3. Successful students will be notified by email if they were successful in securing a teaching practice place.
4. Students will receive a copy of this policy and the principal will talk through the Guidelines Appendix 1 and Checklist Appendix 2.
5. A copy of this policy to be kept in Teaching practice file.
6. The student must return the classroom checklist to the classroom teacher at the end of the teaching practice.

## **Procedures for second level students to follow in respect of work experience placement:**

1. Only students who are over 16 years and therefore eligible to be vetted can be accepted on work experience placement in the school.
2. Students should contact the school well in advance of the placement. Requests at short notice may not be considered.
3. Students must be vetted before placement may begin.
4. Students should bring a letter from their school at the outset of placement.
5. Students will receive a copy of Appendix 3 at the outset of placement.

Appendix 1:

## **Guidelines for Students on Teaching Practice**

Welcome to St Joseph's NS. We hope you enjoy your time in our school and we wish you the best of luck with your teaching practice.

### **School Information:**

Opening time: 9.20 am

Closing time: 3pm

Morning Break: 11am-11.15am

Lunch Break: 1pm -1.25pm

### **Parking:**

Parking is available in the school carpark. Please note that there is a specific traffic management system in place in front of the school to ensure the safety of all.

### **Collection of class**

Class teachers should bring children in from their lines on yard in the morning and student teachers may accompany them.

### **Photocopying**

Generally, we allow a certain amount of photocopying to be done in school. However, colour printing and colour photocopying is only available in limited circumstances. Please keep photocopying to a minimum.

### **Planning**

Please ensure that all lessons are based on curriculum for the appropriate class level. Please give a copy of your plans to the class teacher. Teacher must be furnished with a broad outline of topics to be covered on observation day.

A very valuable part of teaching practice is the opportunity to learn from the experience of the class teacher. Student teachers will benefit from learning from the class teacher's knowledge of the children's personalities and learning styles in their own class. For this reason, we encourage student teachers to keep in close communication throughout the duration of their TP with the class teacher, to ask for feedback and advice and try to apply advice received to their teaching.

### **Illnesses/Absences**

In the event of an unplanned absence, please contact Sandra, the school secretary on 059 – 6471199 or by email: [office@hns.ie](mailto:office@hns.ie)

### **Daily Classroom Tips**

Whilst on teaching practice, it is very important that you keep the classroom tidy. Please remember that you are a guest in our school and as such, respect the class teacher's/SNA's workspace which is the classroom.

1. Do corrections every day. Please initial and date the work as you correct and return copies/workbooks to their shelves.
2. Return resources to their proper location as soon as you are finished with them. We have a limited number of resources which are shared between classes.
3. On days when you teach art, please ensure all art equipment is washed, dried and placed back where it belongs.
4. Display children's artwork as soon as possible.
5. Ensure classroom is left tidy after project work activities.
6. Please be mindful of health and safety. (Clean spillages etc)
7. Ensure correct spelling and punctuation is used on all display headers.

### **Please read the following policies and procedures on our website:**

1. Child Safety and Safeguarding Statement  
DLP: Debbie Byrne  
DDL: Barry Murphy
2. Code of Behaviour

## Appendix 2

# Tips for Second level Students

- Be punctual! School starts at 9.20am and finishes at 3pm
- Breaks: 10:45 – 11:00am and 12:35 – 12:45pm
- Respect the confidentiality of our staff and students
- Dress appropriately
- Any child protection concerns; speak to DLP (Debbie Byrne) or DDLP (Barry Murphy)
- If you don't know what to do just ask!
- Switch off mobile phone
- Help with art activities
- Help with photocopying
- Help during PE lessons
- Help organise resources
- Tidy up files on school laptops.
- Work in small groups with children
- Help with project work.

**Call or email the school if you are unable to attend.**

**059 -6471199  
office@hns.ie**