



ST. ATTRACTA'S SENIOR NATIONAL SCHOOL
MEADOWBROOK, DUBLIN 16

SCOIL SHINSIREACH NAOMH ATHRACHT
CLUAIN GHLAISE, ÁTH CLIATH 16

UIMHIR ROLLA: 19716B

School Patron: ARCHDIOCESE OF DUBLIN

Work Experience Policy
Polasaí ar Thaithí Oibre

2023

Ar aghaidh le chéile

Scoil Shinsireach Naomh Athracht, Cluain Ghlaise, Áth Cliath 16
Policy on Work Experience/School Placement
St. Attracta's Senior National School, Meadowbrook, Dublin 16.

Mission Statement

St. Attracta's Senior National School is a Catholic co-educational primary school which provides a happy caring and secure learning environment in which the individual student is encouraged to achieve his/her full potential. St. Attracta's Senior National School promotes excellence in teaching and learning. The school community that we create is welcoming, safe, respectful and inclusive of all its members. All aspects of the child, academic, spiritual, moral and cultural are cherished.

The Board of Management and Staff of Saint Attracta's Senior National School welcomes opportunities to provide work experience for students from the wider school community. This includes students from Colleges of Education, Transition Year Programmes and students studying childcare or Special Needs Assistance (SNA) programmes.

This policy has been drawn in response to the growing number of applications the school receives on an annual basis to facilitate local secondary school students with placements for Transition Year Work Experience.

Simply put, the school cannot facilitate all of the applicants while providing a meaningful experience for the TY students themselves. This policy also takes account of the health and safety of the children on campus and the smooth running of the school by staff.

The following are the procedures under which this work experience can take place:

- The number of participants on a work experience programme will be determined on a case by case basis depending on the nature of the work experience and the capacity of the school to accommodate a placement at any given time.
- Placements will be offered based on the content of the application form.
- The Deputy Principal will respond to the student by email or where applicable to the student's parents by phone to inform them of the decision made.
- The Deputy Principal will respond within two weeks of receipt of application for SNA and teaching practice applications.
- In the case of TY work experience applications, the Deputy Principal will respond within two weeks after the closing date for receipt of applications.

Important information re Transition Year Work Experience Applications:

- Accommodating TY students can affect the smooth running of the school. It requires extra work from staff to ensure the health and safety of additional juveniles, while also extra delegation and supervision work by a wide range of staff. For this reason, the following are also part of Saint Attracta's SNS school policy:
 1. There will be a maximum of 6 TY students accommodated in any academic year.
 2. No more than four TY students will be accommodated at any one time.

3. Saint Attracta's SNS strongly encourages only those TY students with a genuine interest in exploring a career as a teacher or SNA to apply for a work experience position.
4. Applications for Transition Year Work Experience will only be accepted during the following three-week period in the academic year prior to commencing TY (first Monday in February – last Friday in February)
5. Applications will only be considered for students currently in their 3rd year of secondary school.

DURATION OF WORK PLACEMENTS	
School Placement for Student Teachers	A Maximum of 5 weeks in any one class
SNA Work Experience	A Maximum of 1 week
Transition year Students (who have reached 16 years of age)	A Maximum of 1 week
Volunteering to build up work experience	A Maximum of 1 week

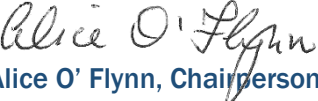
- Applications for work experience should be made in writing (by letter or email) to the Deputy Principal of the school. Students should specify their main area of interest (e.g. teaching, childcare, special needs, administration, etc).
- In the case of Transition Year work experience, applications should be submitted by the person(s) seeking the placement themselves.
- Transition Year applicants must also complete the *TY Work Experience Application Form* in Appendix 3 below and this form must be signed by the student and a parent/guardian.
- Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
- All persons undertaking work experience in St Attracta's SNS must be Garda vetted by the school/college in which they are undertaking their studies prior to the commencement of the placement (See DES Circular 0031/2016). In this regard the school maintains a joint written agreement with the relevant schools/colleges. This agreement which is appended to this policy (Appendix 2) must be downloaded and signed by the relevant organisation and St Attracta's SNS.
- Vetting Disclosures must be submitted to the school at least one week prior to the commencement of the placement.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is a positive learning experience.
- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils. They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, Class Teacher, SNA, Secretary or whichever staff member has been designated to supervise their duties.
- Any breaches of discipline observed among pupils must be reported to one of the teaching staff and not dealt with by the student themselves, except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the same form of discipline as the class teacher. In these cases, the class teacher should be informed of the misbehaviour in question as soon as possible.

- Any Child Safeguarding Concerns should be brought to the attention of the Designated Liaison Person (Shane Maguire) or the Deputy Designated Liaison Person (Peter Kenny)
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times. Dress Code should be appropriate to the school setting.
- The use of mobile telephones and other personal electronic devices are not permitted during the school day.
- Recordings (photographic/video/audio) of staff, pupils (and their work) and the school grounds are not permitted without prior consent from the school authorities.
- Students will be made aware of policies which are deemed necessary and appropriate for their work within the school.
- All matters pertaining to the staff, Board of Management, Parents Association, pupils or parents within the school community must be treated as confidential.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times, in accordance with our policy on Dignity in the Workplace.
- Supervisors of work experience students, including school placement supervisors, will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.
- Supervisors of Teaching Practice students should meet with the principal or deputy principal, before proceeding to the classroom.
- Students and supervisors will be expected to wear Visitor Badges while in the school.

Dissemination: This policy is available on the school website www.sasns.ie

Ratification and Review: This policy was ratified by the Board of Management on 27th February 2023 and will be reviewed as necessary.

Signed:


Alice O' Flynn, Chairperson

Date: 27/02/2023


Shane Maguire, Príomhoide

Date: 27/02/2023

APPENDIX 1

St. Attracta's Senior School

Meadowbrook - Dublin 16



Scoil Shinsireach Naomh Athracht

Cluain Ghlaise - Áth Cliath 16

T. 01 2951627 Roll No. 19716B E: office@sasns.ie www.sasns.ie

Transition Year Student - Work Experience Request

Student's Name: _____

Academic Year in which work experience is requested: _____

In order to facilitate your request for Transition Year Work Experience, the following requirements must be met:

1. Your request for work experience must be made in writing to St Attracta's Senior National Senior.
2. You must be 16 years of age before you commence Transition Year Work Experience in St. Attracta's Senior National School.
3. You must be fully insured while in St. Attracta's Senior National School **by your school** and a letter to this effect provided to the principal at least *one week prior to the commencement of work experience*.
4. You must be Garda Vetted **by your school** (and not by St. Attracta's Senior National School). Your vetting disclosure must be submitted to St. Attracta's Senior National School at least *one week prior to the commencement of work experience*.
5. St. Attracta's Senior National School will maintain a written agreement with your school/college in respect of Garda Vetting. The form must be completed (signed, dated and stamped with the official school stamp) *by your school* and returned to St. Attracta's Senior National School with your vetting disclosure *at least one week prior to the commencement of work experience*. The agreement form (Appendix 2) can also be downloaded at <https://www.cpsma.ie/vetting/> (go the end of the page and click on Joint Template Agreement).
6. You must read, sign and return St. Attracta's Senior National School on Work Experience which will be given to you when you submit your Garda Vetting Disclosure and Written Agreement to the school.

Unless ALL of the requirements outlined above are fulfilled, it will not be possible to complete work experience in St Attracta's Senior National School.

APPENDIX 2

AGREEMENT BETWEEN:

_____ [the “Organisation”]

and St. Attracta’s Senior National School [the “School”]

IN RESPECT OF _____ [name of person]

In recognition of their respective obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 (“the Acts”), the Organisation and the School agree the following:

1. The Organisation and the School agree that [_____]
shall attend the school on such dates during the _____
School Year as may be agreed between the Organisation and the School for the purposes of
[_____].
2. The Organisation confirms that it has received a Vetting Disclosure from the National Vetting Bureau in respect of the person named above. Prior to the person named above attending the School and the commencement of any relevant work or activities, for the purposes of the Acts, he/she will furnish the School with a copy of the Vetting Disclosure received by the Organisation from the National Vetting Bureau (“the Vetting Disclosure”) and made available to the person by the Organisation under section 16(1) of the Acts.
3. The person named above will not be allowed to commence relevant work or activities until such time as the Vetting Disclosure has been received and considered by the school.
4. Where the Vetting Disclosure discloses no criminal record or specified information, the person named above will be allowed to commence relevant work or activities in the School on the starting date agreed between the Organisation and the School and may attend the School on such other dates as may be agreed between the Organisation and the School.
5. Where the Vetting Disclosure discloses any criminal record or specified information, the person named above will not be allowed commence relevant work or activities in the School unless a risk assessment for this placement is conducted by the Organisation and is considered acceptable to both the Organisation and the School.
6. Prior to attendance at the School, the person named above will be required to complete a Statutory Declaration in the form attached at Appendix 1 to this Agreement. The School reserves the right to request and verify references in respect of the person named above, prior to and following, the commencement of any relevant work or activities in the School.
7. This Agreement permitting the attendance of the person named above in the School may be terminated by the School at any time.

8. SIGNED:

_____ (Organisation) Date: _____

_____ (St Attracta’s SNS) Date: _____

APPENDIX 3**Application Form for Transition Year Work Experience**

Name:	
Date of Birth:	
School:	
Email address:	
Name of Parent/Guardian:	
Parent/Guardian Phone Number:	
Dates of Work Experience:	

Why are you considering a career in education?
Have you any experience working with children in any capacity?
What are you hoping to learn during your time in Saint Attracta's SNS?
Is there any particular area of the Primary School Curriculum that you are particularly interested in?

TY Student's Signature:
Parent/Guardian's Signature:
Date:

