

# Work Placement Policy

## Introduction

The work placement policy was first drafted in 2015. The policy will be reviewed as the need arises.

## Rationale

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance to teaching practice students regarding their stay in our school
- To give clear guidance to Transition Year students regarding their stay in our school
- To clarify procedures for applying for a work placement in LETS.

## Relationship to School Ethos

The school is committed to high quality teaching and learning in all areas and staff endeavours to commit to continuing professional development each year. We recognise the importance of supporting student teachers at pre-service level. We will facilitate teaching practice placement as much as is practicable. Each year will also facilitate for a number of TY students to have a school placement.

We hope that work placements offered here will contribute to an increased awareness in relation to the Educate Together Ethos and positive links with Colleges of Education.

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

1. Students teachers should contact the school well in advance of the teaching practice placement and make an appointment to see 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 must be kept in the students Teaching Practice file.
6. The student must return the classroom checklist to the classroom teacher at the end of the teaching practice.

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

1. Transition Year Students should contact the school well in advance of the placement . Requests at short notice may not be considered.
2. Students are requested to send their request in writing to the school email address [letsnationalschool@gmail.com](mailto:letsnationalschool@gmail.com)
3. Students should bring letter from their school at the outset of the placement
4. Students will receive a copy of Appendix three at the outset of the placement.

**Procedures staff to follow in respect of teaching practice placement**

1. Members of staff should refer requests to the school secretary

## Appendix 1

### Guidelines for Students on Teaching Practice

Welcome to Limerick East Educate Together National School. We hope you enjoy your time in our school and good luck with your teaching practice. We are an Educate Together school and before you begin your teaching practice, please download and read the booklet, '*What is an Educate Together School*', which can be found at:

[www.educatetogether.ie/about/what-is-educate-together](http://www.educatetogether.ie/about/what-is-educate-together)

In Educate Together schools we use the *Learn Together Curriculum* to teach our school ethos. Copies are available from Educate Together and should also be available in your college library. The LETS and Educate Together websites are useful for further information [www.limerickeducatetogether.ie](http://www.limerickeducatetogether.ie) and [www.educatetogether.ie](http://www.educatetogether.ie)

#### School Information

Opening Time: 8.30am      Closing Time: 14.10pm

Morning Break: 10.30 -10.45 am (whole school)

Lunch Break: 12.30 - 12.45 pm (whole school outside)

#### Parking

There is parking available at the front of Mungret College. Please note that this is property of Limerick County Council that LETS accepts no Liability in respect of any accidents/Accidental damage that occurs here.

#### Collection of class from the line

Class teachers should always bring children in from the line and student teachers may accompany them (on time!).

### **Photocopying**

Please come to school with your photocopying already prepared. In exceptional circumstances, we will facilitate photocopying, with permission, at the cost of:

#### ***Black and White***

- 3 cent per sheet (one sided)
- 4 cent per sheet ( double sided)

### **Yard Duty**

Where possible, we consider it good practice for students to observe children on yard, at least once or twice during their teaching practice. Lunch-break arrangements will be communicated to students in advance of teaching practice.

### **Planning**

Please ensure all lessons are based on curriculum objectives for the appropriate class level. Please give a copy of your schemes to the class teacher.

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 the advice received to their teaching.

### **Illnesses/ Absences**

In the event of an illness or unplanned absence. Please contact Deirdre the school secretary at 061 300889.

### **Daily Classroom Tips**

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

Here are some tips to help you keep the classroom tidy:

1. Do corrections every day (copies, worksheets, workbooks). Please initial & date the work as you correct it 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 washed, dried and placed back in cupboards. Please also ensure that the sink area is clear & clean.
4. Display children's artwork as soon as possible.
5. Please ensure classroom is left tidy after project work activities.
6. If teaching Capacity, please remember health & safety and clean spillages immediately (e.g. have towels at hand which are available in staffroom).
7. Teacher's desk, shelves & whiteboard area to be left clean & tidy each day.
8. All rubbish to put in bins (recycled if possible).
9. Please ensure correct spelling and punctuation is used on all display headers. If in doubt, please do not hesitate to ask the class teacher.

Please read the following policies and procedures on our website

- Child protection
  - Child Protection Policy on display in classroom
  - DLP: Mike Quealy
  - Deputy DLP: Yvonne Briody/ Eilin Mulcahy
- Code of Behaviour behaviour

## Appendix 2 Classroom checklist

### Classroom Checklist to be completed prior to end of Teaching Practice.

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We hope you enjoyed your time in Limerick East Educate Together. Please complete the below checklist, sign & return to the class teacher prior to the end of your teaching practice.

	Classroom handover list	Tick
1	All work set by student teacher must be corrected (initialled & dated) by student teacher - copies & workbooks.	
2	All resources returned to their proper location	
3	All art equipment washed, dried and placed back in cupboards.	
4	All displays to be taken down, unless class teacher requests student teacher to leave displays in place.	
5	Sink area to be cleared, cleaned and wiped.	
6	Teacher's desk, shelves & whiteboard area to be left clear & clean.	
7	Teacher's desk, shelves & whiteboard area to be left clear & clean.	

Signed: \_\_\_\_\_ Student Teacher

Checked & Signed: \_\_\_\_\_ Class Teacher

## Appendix 3

### Tips for Transition students

- Be punctual school starts at 8:30 and finishes at 2:10
- Respect confidentiality of our students and staff
- Dress appropriately
- Any Child Protection concerns; Speak to Mike (DLP). Yvonne and Elinn ( Deputy DLP)
- If you don't know what to do just ask!
- Mobile phone switched off
- Take break with SNAs??
- Help in Art Craft lessons
- Help with photocopying
- Help during PE lessons
- Help organise resources
- Tidy up files on school laptops
- Help with project work
- Work in small groups with children
- Call/ email reception if sick
  - 300889
  - [www.letsnationalschool.com](http://www.letsnationalschool.com)