



SCOIL NAOMH TREASA

Bellewstown
Drogheda
Co. Meath
A92 AX28

Phone: 041-9823629

Website: www.bellewstownns.com

Work Experience Policy

The Board of Management and staff of Scoil Naomh Treasa are willing to provide opportunities of work experience for students from the wider school community. The following are the procedures under which the 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.
- Students must be fully insured while in the school by their respective college or school.
- Students over 18 years of age must also be fully Garda vetted.
- 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 staff, Board of Management, parents and pupils - their actions and language while in the school must be exemplary and of a professional nature at all times.
- Students will be provided with copies 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.
- Students should be willing to follow the instruction/guidance of the Principal, Deputy Principal, secretary or whichever staff member has been designated to supervise their duties.
- 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 the work experience may be terminated.
- 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.
- Duties can range from classroom assistant to office assistant to helping with any other task that is deemed suitable by the teacher, office staff or Principal.



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- If a student wishes to leave the workplace during the school day he/she must seek permission from the Principal in advance.
- Scoil Naomh 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.
- Any absences must be notified in advance to the school
- The dress code is 'smart casual'. Please bear in mind that visible tattoos, body piercings or bare midriffs may not be perceived as a reflection of professionalism.
- Granting of work experience placement is at the discretion of the Principal and/or Board of Management. Work experience requests may be denied for many reasons including Public Health advice, advice from the Department of Education, advice from the patron body of the school.

Ratification and Review

This Work Experience Policy was adopted by the Board of Management on **02/12/2021**

Chairperson of BOM:

Signed: *Fr Mark English*

Principal:

Signed: *Aidan Mc Loughlin*



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Work Experience Agreement

I agree to participate in a work experience programme in Scoil Naomh Treasa on the following dates:

_____.

I agree to be in the school by _____ am and to remain until at least _____ pm each day.

I agree to perform whatever duties are assigned to me to the best of my ability.

I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.

I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work experience may be terminated.

Signed: _____

Work Experience Student

Date: _____