



Scoil Náisiúnta  
Baile Átha Cliath 7  
Ag Foghlaim le Chéile

Dublin 7 Educate Together  
National School

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# Work Experience Policy



## **Dublin 7 Educate Together Work Experience Policy**

The Board of Management and staff of Dublin 7 Educate Together 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. There will be a maximum of 10 places available each year.
- Students must be fully insured while in the school by their respective college or school
- 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, 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 relevant policies which are deemed appropriate for their work within the school. Students 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, PTA, 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 work experience may be terminated.
- Any breaches of discipline observed among the school children must be reported to one of the teaching staff and not dealt with by the student themselves
- The school children and staff will be expected to treat students on work experience programmes with respect at all times.
- 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
- If a student wishes to leave the workplace during the school day, he/she must seek permission from the Principal in advance
- Dublin 7 Educate Together reserves the right to contact the Secondary school of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school
- A timetable will be drawn up for each student, but he/she will be expected to be flexible in how they work
- Any absences must be notified in advance to the school
- Students must keep their mobile phone turned off and out of visibility. It is strictly forbidden for students to take photographs of pupils or school staff on their mobile phone.
- Students are allowed to take photos on a school / staff device under strict supervision of a staff member.

## **Ratification and Communication**

This policy was ratified in 2019 and reviewed in June 2022

Signed on Behalf of the Board of Management:

A handwritten signature in black ink that reads "Mary McAnany". The signature is written in a cursive style and is underlined with a single horizontal line.

Chairperson

A handwritten signature in black ink that reads "Kimmela McHugh". The signature is written in a cursive style.

Principal

Date: June 2022