



## WORK EXPERIENCE/COMMUNITY SERVICE POLICY

### Aim of this policy

To provide opportunities for Secondary School Students to gain work experience at our school, and to benefit from our advice, experience and suggestions. Students will be therefore given experience in a broad a range of activities where possible.

### Implementation

#### Selection

Applications for work experience should be made in writing, at least one month prior to the dates being requested. A maximum of 4 students at any one time will be placed in the school.

Due to the number of people requesting experience in the school it is necessary to prioritise who we offer a placement to. If several requests for a placement in the school clash/ overlap, places will be offered with regard to the criteria listed below:

1. Former pupils of the school,
2. People with a current personal link to the school or parish (parents and relatives of children currently attending the school, friends and relatives of school staff, parishioners).
3. Students from institutions the school has a relationship with.
4. People from the immediate local community around St Richard's Primary School.
5. People with a previous personal link to the school (children whose parents previously attended the school).
6. Students with no personal link to the school who need to gain a minimum level of experience before enrolling in a teaching related training course.

#### Coordinators' Role:

The Deputy Principal is responsible for coordinating placements within the school. This will involve

1. Organising placements in the school by seeking expressions of interest from staff regarding work experience student supervision and after consulting with the Principal will appoint work experience students to staff members according to the experiences sought by the student as well as the skills and abilities of the potential supervising staff.
2. Welcoming work experience students to our school and providing them with an appropriate familiarisation of general rules and procedures, which will include the physical layout of the school, dress codes, time of attendance, duty of care, absence procedures, emergency drills, the child care policy and key contacts.
3. Supporting student visitors and guiding them during the time they visit the school.
4. Supporting teachers and guiding them during the time a visitor is placed in their

class.

5. Carrying out observations and providing written and/or verbal feedback.
6. Providing any appropriate documentation to teachers and students.
7. Recording which classes in which the students will be timetabled.

### Supervising Teacher's Role:

The Supervising teacher will:

1. Ensure the educational and wellbeing needs of St Richard's students remain their first priority.
2. Be made aware of the work experience student's needs and will support them in their endeavours.
3. Provide students with constant feedback, clear advice and guidance.
4. 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.

### Work Experience/Community Service Students:

The Work Experience/Community Service student will:

1. Complete an application form requesting a placement in the school at least one month prior to the starting date.
2. Forward appropriate documentation from their school to be signed by their school, parents and place of work experience. e.g. Work Experience Arrangement Form
3. Report to the Deputy Principal on the first morning of their placement.
4. At all times be respectful of all members of school community.
5. Follow the instruction/guidance of the Principal, Deputy Principal, Administration staff or whichever staff member has been designated to supervise their duties.
6. Co-operate with the general rules, procedures and organisational policies of the school and ensure their actions and language while in the school is exemplary and of a professional nature at all times.
7. Be introduced to the class teacher who will then supervise each session. Work experience may comprise a number of weeks or days in a block or one set day each week.
8. Be available between 8:50am and 3:30pm with a break for recess and lunch. Students will be expected to stay in the school grounds during this time.
9. Adhere to the school's smoking policy, health and safety policy and work in a safe manner; and to dress in a manner that is appropriate for professional working in a primary school.
10. Have the same access rights to staff amenities as afforded regular staff members, but will generally not be privy to confidential discussions regarding parents or students, or other similarly sensitive information.
11. Seek permission before taking photos of any student.
12. Comply with student confidentiality expectations.

### Performance Issues during placement:

Any ongoing or significant performance or behaviour issues concerning a work experience student will be brought to the attention of the principal, and communicated to the secondary college or relevant institution via the school's work experience program coordinator.

## Standard Letters/emails

To ensure a speedy response to requests, two standard letters/ emails will be used:

### **Standard letter/ email for successful applications**

Dear,

Thank you for your application. We would be delighted to offer you work experience/community service at St Richard's Primary School, Kilsyth on ..... Please email me to confirm that you will be available on these dates. We are limited in the number of students we can accept each academic year and are always oversubscribed for the places available. I hope to hear from you by .... or I will assume you have found a placement elsewhere.

I look forward to hearing from you and we can then discuss the work experience in more detail.

Kind Regards

Deputy Principal  
Work Experience Coordinator

### **Standard letter/ email for unsuccessful applications**

Dear,

We have received your request to come to St Richard's Primary School, for work experience/community service. I am sorry to say we have filled our allocation for students this term and cannot offer you a place.

We wish you the best of luck with your studies.

Kind Regards

Deputy Principal  
Work Experience Coordinator

## Evaluation

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by the School Advisory Board on 19/06/2019
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*Application for Work Experience/Community Service:*

### Appendix 1

NAME:	
YEAR LEVEL:	
EMAIL CONTACT:	
SECONDARY SCHOOL:	
TEACHER CONTACT:	
SCHOOL PHONE:	
PLACEMENT DETAILS: e.g. Work Experience, Community Service,	
DATES OF PLACEMENT:	
REASON FOR CHOOSING ST RICHARD'S	
OTHER REQUIREMENTS	