

# SUNCROFT NATIONAL SCHOOL

## Policy Number: 37 - WORK EXPERIENCE

REV: 1

The Board of Management of Suncroft National School 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.
- 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 time 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 are expected to co-operate with the general rules, procedures and organisational policies of the school.
- They should be willing to follow the instructions/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 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 practise supervisors, will be expected to adopt a positive and respectful attitude towards their student, in keeping with the school ethos of providing a positive leaning and working environment.
- Students must agree to be vetted by An Garda Síochána.

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Principal

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Chairperson  
Board of Management.

REVISED AND UP-DATED: 2<sup>nd</sup> March 2011