

*Ratified by BOM*

# **Policy on Students on Teaching Placement**

*13/02/2025*

## **Clarecastle National School**



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## **1. Introduction**

Clarecastle National School welcomes student teachers and recognises its obligation to share best practice in education with student teachers.

The Board of Management of Clarecastle National School acknowledges that positive school placement experiences are critical to ensuring appropriate initial teacher education for all student teachers.

## **2 Rationale**

This policy was developed to inform the wider school community of the approach of the Board of Management to accepting students on placement.

## **3 Commitment to hosting student teachers**

Clarecastle National School is committed to hosting student teachers for school placement. Due to the large number of requests and in order to minimise the impact on class contact time for teachers the BOM will only accept students from the following categories:

- a) Placements requested by the Education Department of Mary Immaculate College of Education.
- b) Past Pupils of Clarecastle NS.
- c) Residents of Clarecastle Parish.
- d) Son/daughters of staff members.

## **4 Implications for the school hosting student teachers on placement**

- a) Clarecastle National School will host student teachers in accordance with the school's capacity to accommodate them.
- b) The accommodation of student teachers is ultimately at the discretion of the principal.
- c) Hosting a student teacher is dependent on the willingness and generosity of teachers in the school.
- d) No teacher will be obliged to host a student teacher. Teachers may decide, for a variety of reasons, that they are not in a position to host a student at a particular time.
- e) Fully probated teachers at Clarecastle National School are eligible to host a student teacher.
- f) As a general rule teachers at Clarecastle National School will host student teachers on one occasion per year only.
- g) Infant classes may not be able to accommodate student teachers in September.
- h) Students referred to in Section 3 b), c), d) requesting placements will only be accommodated for one placement during their training.

**Prior to accepting a student on placement it is the responsibility of said student**

**to provide the school with:**

- a) Written verification that the placement is supported by and indemnified by the college in which the student is attending.
- b) Confirmation that Clarecastle National Schools vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.

## **5 Scheduling of student teachers on placement**

The principal will allocate student teachers to co-operating teachers and classes, having regard for the stage the student teacher is at in his/her initial teacher education programme; the particular needs of the learners in a particular class; the requirement for the student teacher to experience an appropriate range of placement contexts; and any special circumstances of which the co-operating teacher has an awareness.

## **6 Induction of student teachers on placement**

Student teachers will, prior to commencing their placement, make an appointment to meet with the co operating teacher. At this induction meeting the co operating teacher will outline their expectations to the student on placement and detail any particular work they may want undertaken in particular subject areas.

## **7. Role of Clarecastle National School in supporting students on experience/placement:**

- a) School staff will endeavour to ensure that the time spent in the school by the student on placement, is both a beneficial and a positive learning experience and that student has an opportunity to develop a variety of skills.
- b) Clarecastle National School pupils and staff will treat students on placement with respect and courtesy at all times.
- c) In line with our school Health & Safety Statement and Child Safeguarding Statement students on placement will not be left in sole charge of pupils at any time and will work under the supervision of the co operating teacher.

## **8. Expectations from the Student on Work Placement/Experience**

- a) Students must at all times be respectful of all members of school staff, BOM, parents and pupils.
- b) Students must conduct themselves in a professional manner at all times. Students should dress appropriately whilst on placement.
- c) Students must be punctual and attend consistently for the duration of their placement.
- d) All matters in relation to school business, pupils, staff, parents etc must be treated with the utmost confidentiality.

- e) Students are expected to co-operate with the general rules, procedures and organizational policies of the school. Students must keep their mobile phone turned off and out of sight whilst on placement.
- f) It is strictly forbidden for students to take photographs of pupils or school staff on any device. Permission to take photos of school displays etc must be sought from the Principal/Deputy Principal by the student.
- g) Students must be willing to follow the instruction/guidance of the Principal, Deputy Principal and co operating teacher.

**9. Expectations from supervisors of students on placement**

College supervisors of students on placement who visit our school are expected to be positive and respectful towards school staff and to the placement student.

**10. Concerns during placement**

Should it become apparent that the student on placement is not carrying out their duties in a professional and satisfactory manner the class teacher is advised to refer the matter to the principal who will bring the matter to the attention of the teaching placement supervisor and or relevant department at the College of Education at which the student attends.

**11. Ratification**

This policy was ratified by the Board of Management of Clarecastle National School at a meeting held on 13/02/2025.

Signed: Pat Bergin

Date: 13/02/2025

Pat Bergin

Chairperson