

Policy on Work Experience

The Board of Management and staff of Le Chéile National School 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
- People on work experience must be fully insured while in the school by their respective college, school or training authority
- The Principal and staff will endeavour to ensure that the time spent in the school by the person on work experience, is beneficial and a positive learning experience
- People on work experience must at all times be respectful of all members of the school community
- They must display the highest level of professional behaviour at all times while in the school and its environs
- They must dress in an appropriate professional manner
- Inappropriate language, gestures or actions are unacceptable
- People on work experience must adhere to all school rules, policies and procedures pertaining to national schools at all times while on placement in the school
- They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, or whichever staff member has been designated as their mentor
- 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 people on work experience programmes with respect at all times
- People on work placement are welcome to use the staffroom facilities and are asked to leave it clean and tidy afterwards
- All supervisors of people on work experience in the school must adopt a positive and respectful attitude towards the person they are supervising together with all personnel from the school community, in keeping with the school ethos of dignity in the workplace and providing a positive teaching and learning environment

Ratification & Review:

This policy has been ratified by the Board of Management and will be reviewed regularly.

Signed: _____
(Chairperson Board of Management)

Date: _____