

Kilnamanagh Community National School (KCNS)
Oulart, Co. Wexford. Y25 HT63

087 3861430 / 053 9136555

Email: kilnamanaghcns@wwetb.ie

Kilnamanagh CNS Work Placement Policy

The management and staff at Kilnamanagh CNS are willing to provide members of the community and past pupils opportunities for work experience/placement. The following are procedures under which this can take place:

1. Priority will be given on a basis to former pupils of Kilnamanagh CNS, to parents of the pupils in the school and to family members of the staff in the school.
2. Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances.
3. Applications for work experience should be made in writing, along with a copy of and up to date Curriculum Vitae, at least 8 weeks in advance of the dates being requested.
4. A short interview with the principal and class teacher will take place before placement can be approved.
5. Participants should be fully insured by their respective colleges while participating in work experience/placement and a letter of this effect is to be provided to the principal along with the initial application.
6. Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted by Waterford and Wexford Education and Training Board (WWETB) prior to commencing their placement. This requirement applies to persons undertaking placements, and/or those who will have unsupervised access to children. See DES Circular 0031/2016 for further information.
7. Students cannot be vetted before the age of 16 years and therefore we cannot accommodate applications from students under that age.
8. Work experience will be run for six weeks.
9. The Principal and staff will endeavour to ensure that the time spent in the school by the participant is beneficial and a positive learning experience.
10. Participants must at all times be respectful of all members of staff, School manager, parents and pupils. They should also follow the instruction/guidance of the principal and teaching staff.
11. Participants are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times.
12. Participants will be provided with copies of the necessary policies which are deemed appropriate for their work within the school.
13. All matters pertaining to the staff, School management, pupils or parents within the school community must be treated as confidential and participants will be required to sign to this effect.

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14. Any discipline matters observed among the pupils must be reported to one of the teaching staff and not dealt with by the participants themselves, except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the same form of discipline as the class teacher.
15. The pupils and staff will be expected to treat participants on work experience programmes with respect at all times.
16. Supervisors of work experience participants, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards the participant, in keeping with the school ethos of providing a positive learning and working environment.

Signed T. O'Connell - J. Ryan (School Manager)

B. Kennealy (Principal) 22-9-20 (Date)