



Guidelines for Work Experience TY Students, Student Teachers & Others Working in Kilkeny School Project NS.

The Kilkeny School Project NS is an Educate Together School.

Educate Together schools provide a unique, inclusive and equality-based school ethos, as set out in [Educate Together's Charter](#). The Charter describes schools that guarantee equality of access and esteem to children irrespective of their social, cultural or religious background, are learner centred in their approach to education and are run as participatory democracies, with respectful partnership between parents, pupils and staff. Enshrined in the Charter is an obligation to put our pupils at the centre of everything we do.

DO

1. School starts at 9.05am and finishes at 2.45pm. Be punctual and neatly dressed. If you are going to be late, contact the school.
2. **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or the Principal.
3. If you need to leave the school premises at any time, please inform the Principal.
4. Treat all children with respect and kindness. Any problems in relation to a child's behaviour should be referred to the class teacher, another member of staff or the Principal. Transition year students are here as a guest and may not correct or reprimand children.
5. Inform the class teacher if you are writing notes/observations about anything in the class
6. Switch off your mobile phone when on the school premises
7. When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty
8. Check with the teacher or designated contact person regarding use of office/school resources and equipment
9. Seek advice/assistance from the class teacher or principal.
10. Contact the DLP or the DDLP with any concerns.

Remember that all staff must be treated with utmost respect. You are a guest in this school.

DON'T

1. Get involved in any activity that involves lifting children or any other inappropriate physical contact
2. Find yourself alone with a child in an unsupervised area.
3. Discuss in any detail individual children outside of school – refer requests for information to the class teacher.
4. Remove resources from the school without permission and be mindful to return them.

Supervision

Student teachers will never leave a class unsupervised. An ANA cannot take responsibility for minding a class. Inform a colleague if you're out of class and have them supervise and always leave your class door open when leaving the room.



Child Protection

Please make sure you read the Child Safeguarding Statement which should be on the Noticeboard of your room. Please contact principal or deputy principal if you have any concerns

Staff Toilets:

Male / Female –next to the office and across from the 4th Classroom.

Location of Staffroom: Through the hall and continue straight and the staff room is the door in front of you. You are welcome to make tea/coffee and use the facilities.

School Secretary

In attendance from 9:05 am to 2:45 pm daily.

First Aid Equipment

Located in the First Aid press inside the door in the near main office. Ice packs available in the servery in the hall.

Please sign below, cut out the slip and return to the Principal.

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I hereby agree to participate in Transition Year Work Experience /Teaching Practice/ Other in Kilkenny School Project NS subject to the conditions above.

Signed: _____ Date: _____

Contact Phone No: _____ Email: _____