

Réalt Na Mara National School

Dunmore East, County Waterford



Provision of Work Experience for Transition Year Students Policy

Introduction

Realt na Mara National School welcomes applications for Work Experience from students in secondary schools. In recent times there has been an increase in the number of applications for placements, so a policy has been put in place to ensure transparency and fairness for those applying while also catering for the impact that placements have on the pupils in our school.

Policy Development

This policy has been drawn in response to the growing number of applications the school receives on an annual basis to facilitate secondary school students with placements for Transition Year Work Experience.

Applying for Transition Year Work Experience

- The TY student must apply by letter to the principal.
- Applications must be made at least 4 weeks prior to planned commencement date
- Applicants must also fill out the "Y Work Experience Application Form" (Appendix A) and this form must be signed by the student and a parent/guardian
- Applicants must be Garda vetted if 16 or over and must be able to produce proof of such.

Selection of Applicants

- It should be noted that every request for work experience in our school will be dealt with on a case by case basis.
- Precedence will be given to past pupils and children/siblings of staff members.
- The principal will respond to the student by letter.
- The principal will respond within two weeks of receipt of application.

Important information

Réalt na Mara National School is committed to hosting Work Experience students. However, the welfare and educational needs of the pupils will take precedence over all other considerations when the school is considering student teacher placement. For this reason, the following are also part of Réalt na Mara National School policy:

- There will be a maximum of --- TY students accommodated in any academic year
- No more than two TY students will be accommodated at any one time
- Réalt na Mara National School strongly encourages only those TY students with a genuine interest in exploring a career as a teacher or special needs assistant to apply for a work experience position.

Communication of policy to school community

A copy of the Provision of Work Experience for Transition Year Students Policy is available to all school personnel electronically on Sharepoint. A hard copy has also been shared with the Parents Association. This policy is readily accessible on the school website.

Policy review

This policy will be reviewed by the school management authority periodically.

Date of policy adoption

This policy was adopted by the Board of Management on 7th November 2023.

Signed: Michael White Signed: Ciarán McKeeney
Chairperson of Board of Management Principal

Date: 7th November 2023

Date of next review: Periodically

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Application Form for Transition Year Work Experience

Name:	
Date of Birth:	
School:	
Email address:	
Name of Parent:	
Parent's Phone:	
Dates of Work Experience:	
Why are you considering a career in education?	
Have you any experience working with children in any capacity?	
What are you hoping to learn during your time in Réalt na Mara NS?	
Is there any particular area of the Primary School Curriculum that you are particularly interested in?	

TY Student's Signature:

Parent's Signature:

Date:

