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**Cushinstown National School**

**TY WORK EXPERIENCE POLICY**

**Introduction**

This policy outlines the procedures and expectations for Transition Year (TY) students undertaking work experience placements at Cushinstown National Schoo. Our aim is to provide TY students with a meaningful experience that supports their career exploration and personal development while maintaining the safety and smooth operation of the school.

**Aims of the Policy**

* To provide TY students with a structured, supportive work experience.
* To outline the responsibilities of all parties involved (TY student, school staff, TY coordinator, parents/guardians).
* To ensure that the welfare and education of our pupils are not compromised.
* To promote good practice and safety in the workplace.

**Eligibility and Application Process**

* TY students must be aged 15 or older at the time of placement.
* A written application must be submitted by the TY student, including:
	+ A cover letter outlining their interest in primary education.
	+ A letter from their school TY Coordinator or Principal.
	+ Completed Garda Vetting (if applicable).
* Applications must be submitted at least 6 weeks before the intended placement date.

**Placement Duration and Hours**

* Work experience placements are typically for **one week**.
* TY students are expected to be present from **9:10 am to 3:00 pm**, unless otherwise agreed.
* Break times for TY students will be 11:20-11:35am and 1:30-1:55pm

**Roles and Responsibilities**

**TY Student:**

* Act respectfully and professionally at all times.
* Maintain confidentiality regarding all school matters.
* Follow instructions from assigned supervising staff.
* Wear appropriate attire.
* Complete a reflective journal or report as required by their own school.

**School Staff:**

* Assign a supervising teacher or staff member.
* Provide appropriate tasks such as helping with classroom preparation, reading support, and supervising non-critical activities.
* Offer feedback to the TY student and their school where requested.

**TY Coordinator (Student’s School):**

* Ensure that the TY student is adequately prepared.
* Coordinate Garda Vetting where required.
* Act as a liaison between the primary school and the TY student.

**Parents/Guardians:**

* Ensure student punctuality and attendance.
* Provide emergency contact details.
* Support the student in reflecting on their experience.

 **Safeguarding and Child Protection**

* TY students must be supervised at all times while on school premises.
* TY students will not be assigned responsibility for disciplinary actions against students.
* The school’s **Child Protection Policy** applies in full to all visitors, including TY students. This can be found on schools website [www.cushinstownns.com](http://www.cushinstownns.com) or a copy may be obtained from the office. This should be read in full.

**Code of Conduct**

TY students are expected to:

* Be punctual and reliable.
* Show respect to all staff, pupils, and visitors.
* Avoid the use of mobile phones during working hours.
* Maintain a positive and helpful attitude.
* The student will assist with yard supervision
* Students are expected to adhere to the school’s policies and practices and to dress in a manner that is appropriate for a professional working in a primary school
* **Mobile phones should not be used during school hours**
* 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
* All matters pertaining to the staff, Board of Management, pupils or parents within the school community must be treated as confidential

Breaches of this code may result in early termination of the placement.

**Insurance**

TY students must be covered by their sending school’s insurance policy. A copy of the insurance certificate must be provided before the placement begins.

**Monitoring and Evaluation**

* TY placements will be monitored by the supervising staff member.
* A feedback form may be completed by both the TY student and the supervising teacher to improve future placements.

**Ratification and Review**

Review will be ongoing at all staff meetings. ISL meeting reviewed on 19/05/2025. Review and amendment, if necessary, will take place during the Board of Management annual review.

The policy was ratified by the Board of Management on 19/06/2025

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                        Chairperson BOM

Signed : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                               Principal