



St. Patrick's National School, Drumcondra, D09XH2
Scoil Phadraig, Droim Conrach, Ath Cliath D09 XH52

Email: secretary@saintpats.ie Telephone: (01)8372714
Charity number:20116453

Transition Year Work Experience Policy

Introduction and Rationale:

St. Patrick's National School recognises the worth of a structured Work Experience Programme in building the skills of young adults in Transition Year. The school supports this by providing opportunities for pupils from school sponsored programmes to undertake Work Experience in our school.

School Ethos:

This policy is in accordance with the school ethos, through the provision of a safe, secure and caring school environment and through the promotion and encouragement of positive home-school links

Aims:

To ensure that all stakeholders are aware of the procedures and structures in place in order to facilitate the smooth operation of Transition Year Work experience

Eligibility and Allocation of Placements:

1. Only pupils in a school Transition Year programme will be considered for Work Experience.
2. Evidence of sponsorship from a Secondary School must be provided on application.
3. In general past-pupils will be prioritised for Work Experience.
4. By special arrangement others with a connection to the school may be considered on a case by case basis.
5. Students wishing to undertake Work Experience must register their interest before September 15th of the year in which they wish to undertake the placement.
6. Provision of placements on Work Experience is based on school capacity which varies from year to year. The provision of placements in the school is at the discretion of the principal who will have the final say on the matter.
7. No more than **two** TY students will be accommodated at any one time in each building.
8. Garda Vetting must be in place for Work Experience Students. It is the responsibility of the student/placement school to arrange for Garda Vetting for students prior to the commencement of a placement.

9. Insurance through the post-primary school must also be furnished prior to commencement.

Operation

1. TY students are expected to follow the direction of staff members at all times.
2. Tasks to be undertaken are set by the class teacher/s and in some cases by support teachers and/or the school principal.
3. Students will not under any circumstances be left in a supervisory role with a child or a group of children.
4. Students are expected to behave in a manner appropriate to a school setting at all times.
5. Punctuality on, and attendance for, the assigned days is expected.
6. Any concerns arising about a student or issues of concern for a student are to be directed to the Assistant Principal in charge of coordination.
7. Breaches of trust or inappropriate behaviour by a student on Work Experience will lead to the immediate cessation of the arrangement.

Ratification and Review:

This Policy was drawn up in November 2016, reviewed in November 2019, and again in September 2024.

Signed: Anne Looney Chairperson)



Signed: Natasha Bassett (Principal)



Date: 16 September 2024

Application Form for Transition Year Work Experience



Name:	
School:	
Email address:	
Name of Parent/ Guardian:	
Parent/Guardian phone number:	
Own phone number:	
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 St Patrick's National School?

Is there any particular area of the Primary School Curriculum that you are particularly interested in?

I confirm that I will be over 16 and will be vetted

TY Student's Signature:

Parent/ GuardianSignature:

Date: