



## Glounaguillagh National School

Caragh Lake, Killorglin, Co. Kerry. V93 HX07

Email: [office@glounaguillaghns.ie](mailto:office@glounaguillaghns.ie)

Telephone: (066)9769402

Website: [www.glounaguillaghns.ie](http://www.glounaguillaghns.ie)

### Work Experience/School Placement Policy

The Board of Management and Staff of Glounaguillagh National School welcomes opportunities to provide work experience for students from the wider school community. This includes students from Colleges of Education, Transition Year Programmes and students studying childcare or Special Needs Assistance (SNA) programmes. The following are the procedures under which this work experience can take place:

#### Eligibility and Allocation of Placements:

1. Places will be given on a priority basis to former pupils of the school.
2. By special arrangement others with a connection to the school may be considered on a case-by-case basis.
3. Applications for work experience should be made in writing or by email to [office@glounaguillaghns.ie](mailto:office@glounaguillaghns.ie), well in advance of the dates being requested. For Transition Year students, please use the application form at Appendix 1 below.
4. In the case of student teachers, applications for school placement should be made by email to [office@glounaguillaghns.ie](mailto:office@glounaguillaghns.ie).
5. Applications for any work experience should be submitted by the person(s) seeking the placement themselves.
6. All persons undertaking work experience in Glounaguillagh N.S. must be Garda Vetted. Transition year students between ages of 16 and 18 need to have obtained a vetting disclosure through their post-primary school, prior to entry, if seeking work experience. Please ask your secondary school to provide this. Students cannot be vetted before the age of 16 years and therefore we cannot accommodate applications from students under that age. The individual seeking work experience/placement is responsible for ensuring this document is available to

Glounaguillagh NS at least one week prior to placement.

7. Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
8. Provision of placements on Work Experience is based on school capacity which varies from year-to-year. The number of participants on a work experience programme will be determined on a case-by-case basis depending on the nature of the work experience and the capacity of the school to accommodate a placement at any given time.
9. No more than two TY students will be accommodated at any one time. Priority will be given to those with an interest in teaching, early years or Special Needs Assisting (SNA).
10. Applications from TY Students will not be accommodated the week prior to the Christmas break.

### **Operation**

1. The Principal and staff will endeavour to ensure that the time spent in the school by the student is a positive learning experience.
2. Students must at all times be respectful of all members of staff, Board of Management, parents and pupils. They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, Class Teacher, SNA, Secretary or whichever staff member has been designated to supervise their duties.
3. Students 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.
4. All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated as confidential.
5. Any breaches of discipline observed among pupils must be reported to one of the teaching staff and not dealt with by the student 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. In these cases, the class teacher should be informed of the misbehaviour in question as soon as possible.
6. Any Child Safeguarding Concerns should be brought to the attention of the Designated Liaison Person (Sinéad Pigott - Principal) or the Deputy Designated Liaison Person (Linda Galvin – Deputy Principal).
7. Punctuality on, and attendance for, the assigned days is expected.

8. The use of mobile telephones and other personal electronic devices are not permitted during the school day.
9. Recordings (photographic/video/audio) of staff, pupils (and their work) and the school grounds are not permitted without prior consent from the school authorities.
10. Breaches of trust or inappropriate behaviour by a student on Work Experience will lead to the immediate cessation of the arrangement.
11. The pupils and staff will be expected to treat students on work experience programmes with respect at all times, in accordance with our policy on Dignity in the Workplace.
12. Supervisors of work experience students, including school placement supervisors, will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.
13. Supervisors of Teaching Practice students should meet with the principal or deputy principal, before proceeding to the classroom.
14. In the normal course of events a student teacher will not be accepted during the first two weeks of the school year or during the last 2 weeks of the school year. Student teachers may be refused placement if it is a busy or unsuitable time of the year.
15. Non-probated teachers will not have a student teacher in their class.
16. A maximum of 2 student teacher placements for teaching practice will be facilitated in any one school year.
17. Only one student teacher per class per year will be accommodated.
18. The student teachers will rotate amongst the staff, whenever feasible, to ensure that no one teacher may be asked to accommodate a student teacher placement year after year.

Dissemination: This policy will be available on the school website [www.glounaguillaghns.ie](http://www.glounaguillaghns.ie)

Ratification and Review: This policy was ratified on Wednesday 28<sup>th</sup> January 2026 and will be reviewed as necessary.

Signed: Seamus O'Shea (Chairperson)

Signed: Sinéad Pigott (Principal)

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

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

## APPENDIX 1

### Transition Year Student / Work Experience Request

In order to facilitate your request for Transition Year Work Experience, the following requirements must be met:

1. Your request for work experience must be made in writing to Glounaguillagh National School using the Application Form that follows this page.
2. You must be 16 years of age before you commence Transition Year Work Experience in Glounaguillagh National School.
3. You must be fully insured while in Glounaguillagh National School **by your school** and a letter to this effect provided to the principal at least one week prior to the commencement of work experience.
4. You must be Garda Vetted **by your school** (and not by Glounaguillagh N.S.). Your vetting disclosure must be submitted to Glounaguillagh National School at least *one week prior to the commencement of work experience*.
5. You must agree to abide by the rules and procedures outlined about for the duration of your work experience.
6. You understand that any breaches of trust or inappropriate behaviour by a student on Work Experience will lead to the immediate cessation of the arrangement.

Unless ALL of the requirements outlined above are fulfilled,  
it will not be possible to complete work experience/placement in Glounaguillagh N.S.  
If you are happy with the above, please complete the application form that follows and  
submit in writing or by email to the school

## APPENDIX 1

### Application Form for Transition Year Work Experience



<b>Name:</b>	
<b>School:</b>	
<b>Email address:</b>	
<b>Name of Parent/ Guardian:</b>	
<b>Parent/Guardian phone number:</b>	
<b>Dates of Work Experience:</b>	

**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 Glounaguillagh 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 / Guardian Signature:**

**Date:**