

Policy on Work Experience **Realt na Mara G.N.S. 2014**

The Board of Management and Staff of Réalt na Mara (C) are willing to provide opportunities of work experience for students from the wider school community. The following are the procedures under which this work experience can take place:

- Places will be given on a priority basis to former pupils of the school
- Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances
- Students must be fully insured while in the school by their respective college or school
- The Principal and staff will endeavour to ensure that the time spent in the school by the student, is beneficial and a positive learning experience
- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils
- Their actions and language while in the school must be exemplary and of a professional nature at all times. Dress code should be in keeping with the ethos of the school and set an example to all pupils in the school.
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school
- They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, Secretary or whichever staff member has been designated to supervise their duties
- All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated with the utmost confidentiality
- 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
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times
- All supervisors of work experience student who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their student, in keeping with the school ethos of providing a positive learning and working environment.
- In order to be considered for work experience, the student must write a formal letter of application to the Principal. If accepted, the student will be furnished with a copy of this contract for their signature. Please ask student to bring signed contract on their first day.

Monica Dunne
Principal

John Corbett
Chairperson, BoM

Reviewed: October 2014.

Students Signature: _____

Date of Commencement of Work Experience: _____