

Procedures on Teaching Practice and Work Placements



Scoil Bhríde Shantalla

Scoil Bhríde recognises that Teaching Practice and Placements are an integral part of the Educational process. Our school will endeavor to accommodate students on Teaching Practice or work placement where and when possible.

Teaching Practice:

Applications for placements should be sent by email to info@scoilbhrideshantalla.ie or fkeane@scoilbhrideshantalla.ie .

Garda vetting – All students are expected to submit a Garda Vetting Cert.. Students must be fully insured while in the school by their respective college and clearly state the classes or class groups sought for Teaching Practice including observations, SEN placements etc.

The expectation is that each class teacher will facilitate one Teaching Practice per Year.¹

The expectation is that each class will only take one student in a school year.²

Infants: The school will not accept any Teaching Practice placement before the first mid-term break in any school year.

Priority will be given in the following order:

¹ In the event of a class with complex needs and behavioural difficulties the class may be removed from class available for teaching practice in that school year.

² In exceptional circumstances the school reserves the right to accommodate a second Teaching Practice in a class setting .

Relatives of permanent staff members, to past pupils, recommendations from staff, students who have worked on school initiatives and/or with a connection or familiarity with the school., general applications through the school email.

Once Class Allocation for the school year has been decided the Principal will inform the Class Teacher that an Application for Teaching Practice has been received or as soon as an Application is received. A copy of the relevant Teaching Practice document will be given to the Teacher once it has been signed off on.

The Principal will also arrange a pre Teaching practice Meeting to give both the teacher and the student the opportunity to meet and discuss the placement.

The expectation for the student is to familiarise themselves with an outline of practices and procedures within the school. This will be communicated by the class teacher. The student needs to familiarise themselves with certain policies such as the Code of Behaviour, Anti Bullying, Health and Safety, Child Protection Guidelines, SEN Class Profile, Homework Policies etc. It is also expected that they will be aware of the opening and closing times, break times, lunch and play times, Timetables etc. It is also desirable that students will be aware of other in-school initiatives and practices relevant to the class they work with such as the Changemaker School ethos, Creative Nation, Reading Recovery, Maths Recovery, the group work approaches etc.

The Teaching Practice Template will be shared on Google Drive each year.

Dress Code – students will dress appropriately i.e. comfortable clothing in smart casual style which will allow for ease of movement and are appropriate to the environment that they will be working in.

In cases of lateness, sickness or other absences, it is expected that all students would inform the school as soon as possible by email to info@scoilbhrideshantalla.ie or by phone stating the Class and Class Teacher involved..

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.

Students must inform the class teacher if they are writing up notes / observations / case studies on anything in the classroom. It is of utmost importance that the confidentiality that is the children's right is uppermost in our minds.

TY Placements:

1. This is optional and staff in each class make the decision whether to accept or not..
2. Transition Year students are generally accommodated to support the Second Level Colleges. Applications for places from TY Coordinators of Colleges will be given consideration and priority of placing TY students will be given to past pupils of Scoil Bhríde.
3. Applications should come through the main school email account info@scoilbhrideshantalla.ie
4. The Principal will inform staff that there are TY student placements available and staff can accept them. A maximum of 2 students per class is permissible. In general TY students will not be placed in the Infant stream unless there is a specific request for them from a staff member.
5. Family of staff members will receive priority and the staff member can organise the placement in a suitable environment. There is also an option for staff members to have a second TY student to accompany their child.
6. If TY students have to leave the premises for any reason during the school day inform the class teacher and designated liaison person.

Foreign Student Placements:

Scoil Bhríde has traditionally taken placements from Teaching Colleges in Switzerland. The school has a partnership with two Universities, PH Thurgau and PH Zurich. These students are back at university completing their autumn/summer modules and their programme includes a foreign language placement. The students are placed in late September and June. These

students seek placements from 1st. Class to 6th. Class. The school usually hosts two students in both placements though there are occasions when the school takes 3 students. The general procedure is to place them at the senior end of the school in classes between 3rd. and 6th. The principal consults with the teachers in the senior end of the school. The students are placed in classes where teachers either request them or are happy to facilitate the student placement.³

The school also historically accepted students from Emory University in the US. This scheme was initiated by the local Inspectorate and facilitated by Galway Education Centre initially through the Director at time, Bernard Kirk. 12 city schools were asked to support this partnership. Scoil Bhríde traditionally supported the partnership. The University provided detailed biographies of the students and these students are normally placed in the senior end of the school unless they have a specific request for a class. The students are psychology students and complete a research project and have the relevant permission request for parents etc. available before undertaking any study. They act in full compliance of school policy in relation to confidentiality and data protection guidelines. The principal informs staff that these students are requesting a place and the staff can request or facilitate the placement. This is optional and completely at staff's discretion. There is no expectation to host these placements.

NUI Galway.

BA students from University of Galway in Children Studies request placements from time to time. As the school has close links and partnerships with the University the school accepts placements as classroom assistants in our school. Placement begins in January 2024, and it is required I complete a minimum of 240 hours over a minimum of a 10-week period and ideally over 12 weeks. These students apply by email and send in a cover page outlining what is involved and expected and a CV. The principal informs staff that these students are requesting a place and the staff can request or facilitate the placement. This is optional and completely at staff's discretion. There is no expectation to host these placements.

Scoil Bhríde Volunteer Students

1. This is optional and staff in each class make the decision whether to accept or not..

³ The teachers accepting students are given an Information leaflet and biography of the students prior to the students starting in the school.

2. Applications should come through the main school email account info@scoilbhrideshantalla.ie
3. The Principal will inform staff that there are volunteers available and staff can accept them. The staff member then is responsible for these volunteers.
4. Family of staff members will receive priority. There is also an option for staff members to have a second student/friend to accompany their child.
5. If students have to leave the premises for any reason during the school day inform the class teacher and designated liaison person.

Other

Other applicants for placements apply by email and send in a cover page outlining what is involved and expected and a CV. The principal considers the request and on acceptance informs staff that there is a request for a place and the staff can facilitate or decline the placement. This is optional and completely at staff's discretion. There is no expectation to host these placements.

By implementing this policy we believe it will allow for the smooth entry of candidates into our school community and will be a positive experience for all involved. Implementation:

This policy was ratified by the Board of Management of on 10/10.2023