



Scoil Naomh Feichín

Transition Year Placement Policy

Introduction

Termonfeckin N.S. is a place where we strive for excellence, and where children are encouraged to achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. We aim to provide a safe and stimulating environment where the pupils, parents, staff and the wider community work together in partnership.

In order to best manage the placement of Transition Year students in our school, we have developed the following guidelines to ensure that Transition Year (TY) placements are effective for the school and students alike.

The following guidelines apply:

- Providing a sufficient number of teachers are willing to accommodate a student, Termonfeckin National School will accommodate a maximum of **3** Transition Year students at a time to carry out work experience in the school.
- Students, with genuine interest in becoming a primary school teacher, must apply to Termonfeckin N.S., via email office@scoilnaomhfeichin.ie outlining their interest.
- Students wishing to request placement must familiarise themselves with this policy and **Appendix 1: TY Student Information Sheet, in advance of completing the expression of interest form.**
- Our [*TY Expression of Interest Form*](#) will be sent electronically to each applicant. The information gathered will include:
 - Name, age and address of student.
 - Dates of proposed placement.
 - Details of their school and TY coordinator.
 - Details of siblings/relatives in the school.
 - Any medical conditions that the student has that would be important for us to know about during their placement.

- All applicants must be 16 years old at the time of placement and Garda Vetting should be completed.
- Students will be invited to apply for **one week** of work experience. If applications exceed places available, decisions will be made using the following criteria:
 1. Past Pupils living in the parish
 2. Past pupils living outside the parish
 3. Children of staff who are not past pupils
 4. Any other students
- At that stage of the process, should the number of applications still exceed places available, places will be decided by the TY Coordinator in consultation with the Principal.
- Successful applicants will be notified by the TY Coordinator.
- A Certificate of Insurance, evidence of Garda Vetting and a Form of Undertaking (**Appendix 2: Form of Undertaking**) must be forwarded by successful candidates to the school prior to the commencement of work experience.
- Teachers who are willing to take a TY student will be provided with at least **two** weeks notice of the placement (conditions of which are outlined in **Appendix 3 – Information for the Host Teacher**).
- The placement of the TY students will be managed by the TY coordinator in our school (please see **Appendix 4: Role of the TY Coordinator**).

Communication of school placement policy to school community

A copy of the school TY Placement policy is readily accessible to all TY students either electronically or in hard copy upon request from the school office. A copy of the policy shall be published on the school website.

Ratification and Review

The staff, under the guidance of the Principal, will review this policy every three years or as the need arises.

Signed: _____ Date: _____

(Chairperson of Board of Management)

Appendix 1: TY Student Information Sheet

Transition Year Work Placement: Termonfeckin N.S. Termonfeckin, Co. Louth, A92 YN15

General Information:

- ❑ Students must forward a Certificate of Insurance, Evidence of Garda Vetting and Form of Undertaking to the school prior to the commencement of work experience.
- ❑ Students should be punctual and contact the office by phoning 041 9822589 or emailing the school office office@scoilnaomhfeichin.ie if unable to attend.
- ❑ On the first day, report to Reception and our school secretary will direct you to your classroom or TY Coordinator.
- ❑ On subsequent days, go straight to your classroom or as indicated on the timetable.
- ❑ Misconduct on behalf of the TY Student (examples include: bad language, disrespect shown towards pupils and staff, inappropriate use of mobile phone etc) may lead to immediate cessation of placement by the school.
- ❑ Confidentiality is essential and students may not discuss any information about a pupil or a staff member with others.
- ❑ Students are encouraged to ask for assistance from the host teacher and TY Coordinator in school.
- ❑ It is the responsibility of students to familiarise themselves with our Safeguarding Statement available on our website <https://www.scoilnaomhfeichin.ie/child-safeguarding-protection>
- ❑ Students should not be on their phones during the day when in class or on the yard.

Breaks

- ❑ TY Student breaks and lunch will consist of two 20 min breaks.
- ❑ Students should bring a packed lunch.
- ❑ Please ensure you tidy your area after lunch.
- ❑ During pupils' playtime you will be expected to shadow staff on yard duty, therefore, you are advised to be prepared for inclement weather. You should immediately return to your host classroom and teacher once break/lunch is over.

Reasons for not attending:

Please do not attend school if:

- ☒ You are generally unwell.
- ☒ You are displaying flu-like symptoms.
- ☒ If you have had a vomiting bug, you should be 48 hours clear of symptoms
- ☒ Hygiene guidelines such as hand washing, hand sanitising, coughing etiquette and disinfecting of work surfaces must be always followed.

Appendix 2: Form of Undertaking

For administrative ease, the Department’s payroll appointment forms will incorporate this undertaking. However, for any appointment (teaching or non-teaching) that does not require completion of a payroll appointment form, this Form of Undertaking must be completed prior to the person being appointed unless the person has previously provided this school authority with a Form of Undertaking and associated statutory declaration both of which were made during the same or previous calendar year.

I confirm that, since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any Nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my appointment/placement to a teaching or non-teaching post in Termonfeckin N.S.

I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the School authority of relevant changes that may affect my suitability, from a child Protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.

Signed: _____ **Date:** _____

Print Name: _____

Witnessed by: _____ **Date:** _____

(on behalf of school authority)

Print Name: _____

Appendix 3 – Information for the Host Teacher

Work Placement

Transition Year

Termonfeckin N.S.

Class Teacher _____

Student _____

Dates of Placement _____

- Students work under the direction of the class teacher.
- Tasks may include classroom observation, helping with group work and station teaching, assisting with storytelling, P.E., Art or project work.
- Tasks may also include assisting with preparation of resources or helping with tidying up of resources, games etc.
- Students are required to assist teachers on the yard.
- Students should always feel free to ask for assistance from the class teacher, Principal, Deputy Principal, TY coordinator in school or any staff member.
- Please ensure the student has an area to hang up their coat and store their private belongings.
- Please ensure that the student leaves the classroom in time to avail of their full break time.
- A copy of the information sheet given to the student is attached. It includes information regarding break times etc.
- Written reports may be requested regarding the work experience to the school attended by the student.
- ***TY Students should never be left unsupervised with pupils.***

Appendix 4- Role of the TY Coordinator

The TY Coordinator to whom this task is delegated will:

- Welcome all students on placement to our school
- Allocate the TY students to cooperating teachers and classes, having regard for: the particular needs of the learners in a particular class, any special circumstances of which the cooperating teacher has an awareness and the general needs of the school.
- Manage the application process.
- Ensure all paperwork and placement requirements are met in advance of commencement of placement.
- Collaborate with host teachers.
- Liaise with secondary school TY coordinators, as required.
- Support students during their placement and answer any queries or questions they may have.