



Work Placement & Teaching Practice Policy (2.0)

December 2025



An Roinn Oideachais
agus Óige
Department of Education
and Youth



Version	Date	Description	Authors
1.0	September, 2023	First Version of Policy	Board of Management
2.0	December, 2025	Review of Policy • Table of Contents added • Section 5: Liaison person updated • Section 6: Removal of “Children will put all the work covered by the student on placement in a separate copy.” • Appendix 1: Updated to reflect current practices and procedures	Board of Management

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1. Introduction

The policy was formed by the Principal and Deputy Principal in collaboration with the In School Management team from the Mercy Convent Primary, Naas in September 2023 and reviewed in December 2025. The Board of Management and Staff of Mercy Convent Primary School are willing to provide opportunities of work placement and TY work experience for students from the wider community on a case by case basis and subject to the authorisation of the school Principal / Deputy Principal. The Mercy Convent reserves the right to refuse or defer work experience/placement should school circumstances warrant it.

2. Rationale

This policy addresses the matter of Work Placements and student teachers seeking teaching practice in Mercy Convent Primary School. As a large, urban school, Mercy Convent receives a number of work placement requests each year. This policy gives purpose.

It applies to all persons applying for placements in our school and the whole school community, students, teachers, management, Board of Management, parents, office and all ancillary staff and other members of the community who sometimes visit our school.

3. Relationship to the Characteristic Spirit of the School:

In Mercy Convent Primary school, we aim to support the full and harmonious development of each child in a safe and secure environment and we feel that this can be better achieved by implementing this policy with regards to work placements and teaching practice.

4. Aims

By implementing this policy on Work Placements & Teaching Practice we hope:

- To make all work placements and teaching practices a positive and rewarding experience for the students.
- That the relevant personnel in this school will work closely with these students to allow for a smooth entry into their given classroom.
- To foster links with other educational institutes (e.g. teacher training colleges).
- To provide professional development for those students who wish to enter the teaching profession.
- To always put the safety and security of the pupils in our school first.

5. Procedures on Work Placements/ Teaching Practice in Mercy Convent Primary School:

Our school will endeavour to accommodate students on teaching practice or work placement where and when possible.

1. Application for placements must be made in writing or using the 'Work experience' section on our school website : <https://mercyconvent.ie/work-experience/>
2. The liaison person in our school is the Deputy Principal, Mr. Brian Corkery. He will (in conjunction with the Principal) assess each individual application for placement under the following considerations:
 - a. Suitability of applicant
 - b. Garda vetting – all students over 16 years are expected to submit a Garda Vetting Cert (TY students are to be Garda vetted by the school)
 - c. Type of Practice / experience being sought, e.g. Teaching Practice, Observation, Transition Year
 - d. Does the requirements of the college fit in with the placement that can be offered by our school
 - e. Willingness of teacher to accept a student.
 - f. Number of applicants and availability of placement in any given school year. The number of students accepted on placement may vary depending on the needs of the student and the capacity of the school to accommodate the student at a specific time.
 - g. Priority will be given to past pupils and /or relatives of permanent staff members.
 - h. Transition Year students are generally accommodated in the junior classes unless a preference for a senior class is made. Student teachers are accommodated to suit the requirements of their training college, depending on availability.
 - i. Student teachers are given the opportunity to visit the school to get an outline of the work to be covered in accordance with the Plean Scoile and the National Curriculum.
 - j. All students are expected to introduce themselves to the Principal, Mr. Cathal Ruane, on their first day of placement as a matter of courtesy and school security.
 - k. Teachers accepting students may be asked to issue a brief oral appraisal of the student and their work. (This may be college dependent)
 - l. At no time must the student be left unsupervised in the classroom.
 - m. On the first day on placement, students need an outline of the practices and procedures within the school. This will be communicated by the class teacher. The student may need to familiarise themselves with certain

policies, e.g Code Of Behaviour, Bí Cineálta, Health and Safety, Child Protection Guidelines, Homework Practices, etc. All organisational policies are available to view on our school website www.mercyconvent.ie
Please see Appendix 1 for other important information.

- n. Students must be fully insured while in the school by their respective college or school.
- o. Students must not get involved in any activity that involves lifting children or any other inappropriate physical contact.
- p. 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.
- q. If you have to leave the premises for any reason during the school day, inform the class teacher and designated liaison person.
- r. If for any reason a student teacher is unable to be present in school during their placement experience, inform the principal and class teacher immediately.
- s. 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.

6. Roles and Responsibilities and Expectations of Student Teacher on Work Experience/ Placement:

- 1. Students must at all times be respectful of all members of staff, BOM, parents and pupils.
- 2. Students must conduct themselves in a professional manner at all times.
- 3. Students should dress appropriately whilst on work experience/placement.
- 4. Students must be punctual and attend as agreed.
- 5. All matters in relation to a school business, pupils, staff, parents etc must be treated with utmost confidentiality.
- 6. Students are expected to co-operate with the general rules, procedures and organisational policies of the school.
- 7. Students must keep their phones turned off whilst on work experience and out of visibility.
- 8. It is strictly forbidden to take photographs of pupils or staff on any device. Permission to take photographs of school displays etc must be sought from the Principal/Deputy Principal by the student.
- 9. Students must be willing to follow the instructions and guidance of the Principal, Deputy Principal or any other member designated to supervise their duties.

10. Placement students must complete the planning template used by the Mercy Convent to detail the topics covered in each curricular area.
11. School/ College supervisors of work experience students, who visit the school are expected to be positive and respectful towards school staff and to the placement student in keeping with the school ethos of providing a positive learning environment.
12. Students will be asked to sign a Work Experience Agreement before commencing their placement.

7. Success Criteria

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.

8. Implementation

This policy, once ratified, will be effective immediately.

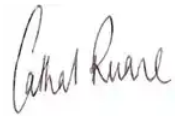
9. Ratification of Policy

This policy was adopted by the Board of Management on **3rd December 2025**.

This policy has been made available to school personnel through a central shared folder. Parents can request a copy from the office and a folder of all school policies is available from the school office.

This policy and its implementation will be reviewed by the Board of Management every three years or as the need arises. A record of the review and its outcome will be made available, if requested, to the patron and the Department

Signed: 
Chairperson Board of Management

Signed: 
Principal

Date: 3rd December 2025

Date: 3rd December 2025

Date of next review: December 2028

Appendix 1

Practices and procedures in the Mercy Convent Primary School, Naas

- Our school starts at **9:00am** and the school day ends at **1:40pm** for infants and **2:40pm** for classes from first to sixth.
- We have two breaks each day.
 - Small break is from 10:45am – 11:00am and
 - Lunch break is from 12:35pm – 1:00pm.
- Children eat in their classes before going out. Any uneaten food goes home in lunchboxes.
- Hot lunches are distributed at 12.25pm.
- Different classes play in the different yards. On hearing the first bell at the end of break, children freeze. On the second bell they walk to their line.
- School closures: please see our school calendar on our school website.
- Timetables – Each teacher has a copy of their timetable in his/her teacher planner.
- 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.
- Students will be briefed on policies which are deemed necessary and appropriate for their work within the school and are expected to co-operate with the general rules, procedures and organisational policies of the school.
- Pupil's Needs – Class teacher is aware of children in the class with medical concerns and has their medication stored carefully in a box.
- Arrangements for use of staff car park – please inform Jacinta, our secretary or John our caretaker if you need a car parking space. Visitor parking is available but will depend on the day.
- In cases of lateness, sickness or other absences, it is expected that all students would inform the school as soon as possible. Our office number is 045 876410.
- We are a "Go Phone Free" school. The use of mobile phones throughout the school day is not permitted.
- **Fire Drill procedure:** Please see Folder located in the classroom. In the event of a fire drill, kindly follow class teacher's instructions.
- **Assessment procedures:** Kindly familiarise yourself with the Assessment Posters at each class level, this is available to view in our Assessment Policy on the school website. We use W.A.L.T, W.I.L.F, Thumbs Up and Thumbs Down, Traffic Lights and Two Stars and a Wish.

Appendix 2

Sample Welcome Letter

Dear Student,

Welcome to the Mercy Convent Primary School. We're delighted you have chosen to come here for your work experience. We want this to be an enriching, enjoyable and beneficial. Please note the following information regarding our school day:

- School starts at 9:00am and ends at 2:40pm;
- We have two breaks each day
- The first is from 10:45am – 11:00am.
- The second one is from 12:35pm – 1:00pm.

You will be assigned to a teacher(s) for the duration of each day. Where possible we hope you'll have the opportunity to teach or assist with lessons. Please chat in advance to the teacher, should you wish to teach/assist with teaching. Our teachers are always welcoming of new ideas.

We're a very happy school. You may see our Mercy Values as you enter the school. We promote them strongly and they should be evident throughout the school community.

We encourage everyone to be polite, respectful and kind to each other.

Appendix 3

Work Experience Agreement

I agree to participate in a work experience /Teaching Practice placement in the Mercy Convent Primary School on the following dates _____

I agree to be in school by 8:55am and to remain until at least 2:40pm each day.

I agree to perform whatever duties are assigned to me to the best of my ability.

I have read the school policies on www.mercyconvent.ie

I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.

I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work experience may be terminated.

Signed: _____ (Work Experience/Placement Student)

Date: _____

Please sign and return to the designated Liaison Person, Mr Brian Corkery