

# Scoil an Spioraid Naoimh Senior Primary

School Office email: [secretary@ssnlaytown.ie](mailto:secretary@ssnlaytown.ie)

Principal: Bláithín Maguire email: [principal@ssnlaytown.ie](mailto:principal@ssnlaytown.ie)

Telephone: 041-9828091

Deputy Principal: Ciara Winters



Due to a large volume of people wishing to be placed here throughout the school year, it has become necessary to develop guidelines to ensure that work placements are effective for the school and students alike.

## The following guidelines apply:

- Providing teachers are willing to accommodate a student, Scoil an Spioraid Naoimh will accommodate a maximum of 10 students from Transition Year per year to carry out work experience in the school.
- Students must apply to Scoil an Spioraid Naoimh via email [principal@ssnlaytown.ie](mailto:principal@ssnlaytown.ie) outlining their interest by 30<sup>th</sup> September 2022
- A Google form will be sent to each applicant. The information gather will include:
  - Name, age, address
  - Dates of placement
  - Details of their school and TY coordinator
  - Details on siblings/relatives in the school.
  - Any medical conditions
- 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's work experience or one day a week for one term.
- 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. Any other students
- At that stage of the process, should the number of applications still exceed places available, places will be decided on a lottery basis by the principal.
- A certificate of Insurance, evidence of Garda Vetting and a Form of Undertaking must be forwarded by successful candidates to the school prior to the commencement of work experience.

## Our expectations from TY students:

- Neat appearance and prompt reporting to School Office at 9.10 am for sign in.
- Courteous behaviour and attitude is expected at all times in their communication with staff and pupils in our school.
- Compliance with all instructions from teachers and staff in the school.
- All interaction with pupils should be under supervision of adults.
- Clear understanding that their role is to learn additional skills and clearly communicate with adults if they are unclear as to their assigned tasks.

Ratified by the Board of Management of Scoil an Spioraid Naoimh on \_\_\_\_\_

Signature \_\_\_\_\_

Chairperson

**Tara Road Bettystown Co. Meath. A92 XK64.**

Web: [www.ssnlaytown.ie](http://www.ssnlaytown.ie)

Roll Number: 20017F