**Student Teacher Placement Policy:**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

 Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “*To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"* , with a vision to *“Learn together, succeed together in a respectful environment.”*

**Ethos**:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**Introduction**

School placement is a critical part of initial teacher education and is designed to give the student teacher an opportunity to: experience teaching and learning in a real environment, apply educational theory in a variety of teaching and learning situations and school contexts, and participate in school life in a way that is structured and supported. This policy outlines the procedures to be followed to ensure the process works to the benefit of all members of the school community.

**Role of the Student Teacher**

Student teachers are expected to take a proactive approach to their own learning and to participate constructively in a broad range of placement experiences. They are expected to engage fully in school life and to seek and avail of opportunities to observe and work alongside other teachers. The school community expects that the student teacher will engage in a respectful and courteous manner having due regard for the values and standards set out in the school’s mission statement and policies.

**Placement Procedures to be followed by Student Teacher, Cooperating Teacher and Teacher Mentor:**

• Send request from third level teacher training college to the Principal/Deputy Principal

• Sanction should be sought from Principal by the Deputy Principal.

• Student teachers will be interviewed by the Principal/Deputy Principal where vacancies arise.

• Principal/Deputy Principal should consult with relevant cooperating teachers.

• Classes will be allocated to student teacher by Principal/ Deputy Principal in consultation with the cooperating teacher(s). Student teachers should never be allocated 3rd or 6th Year classes.

• The Principal/Deputy Principal will meet with the student teacher prior to the commencement of placement.

• In consultation with the Principal/Deputy Principal appropriate post holder and subject teachers, an appropriate staff induction programme will be implemented.

• The teacher mentor will be responsible for the introduction, successful induction and mentoring of the student teacher.

• The teacher mentor will ensure that the student teacher is familiar with VSware and all relevant school polices**. A useful checklist is provided in the Teaching Staff Induction Policy.**

* The Deputy Principal will furnish Student Teacher with relevant material including:

-Timetable.

-Map of the school

-Names of Year Heads and relevant room numbers.

 -Child Protection Guidelines & Policy.

- Relevant policies- which are available on school website [www.erss.ie](http://www.erss.ie)

-Relevant Procedures- financial procedures, changing class, absence for school activity, booking school facilities, procedure for certified / self-certified sick leave, procedure for referring students to the Year Head (Code of Behaviour)/ Student Support Team, procedures for supervising exams, Games procedures etc.

**Procedures to be followed:**

• Student teachers must never meet with parents/guardians on their own without prior approval from the principal.

• The Cooperating teacher should introduce the student teacher to the class and outline the plan of work for the class.

• The Cooperating teacher should remain in the classroom for initial classes if appropriate.

• The Cooperating teacher should afford the student teacher opportunities to observe him/her teaching and should observe the student teacher teaching and give feedback to him/her

• The Cooperating teacher should work collaboratively with the student teacher and the school principal and bring any concerns regarding the student teacher’s practice or professional conduct to the attention of the Principal.

• The Cooperating teacher retains primary responsibility for the progress of students. He/she should be available to meet with parents/guardians in relation to a student.

• The cooperating teacher should be on school premises when the student teacher is taking his/her class unless prior permission has been given by the Principal.

The Co-operating Teacher should work collaboratively with the Student Teacher, the college/university placement Tutor and the school Principal and bring any concerns regarding the Student Teacher’s practice or professional conduct to the attention of the Principal.

• The Co-operating Teacher should furnish report to 3rd level institutions on request.

**Responsibility**

• Co-operating Teacher retains primary responsibility for the progress of the pupils. He/she should be available to meet with parents in relation to a child’s progress.

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be due for review on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_