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# Lanesend Primary School

## Student Work Placement Policy

### Safeguarding and Welfare of Children Policy

Signed: ..... Date:  
(Headteacher)

Signed: ..... Date:  
(Chair of Governors)

**Review Date:** April 2019 (Every 3 Years)

**Reviewed By:** Teaching and Learning Group and Student Placement Lead

# Lanesend Primary Student Work Placement Policy

At Lanesend Primary School, we are often approached and being asked to provide work experience placements in school from learners from various providers. Supporting children and adults in their career choices and training is part of our school's commitment to Love Learning. Lanesend Primary aims to provide the best service to our students at the same time ensuring that every placement is of mutual benefit to both the school and the individual. In welcoming students, we establish links with other organisations in the community and seek to provide partnerships which offer professional support to colleagues who will be working with our children. Placements are an important part of a student's training and career development. We commit to providing appropriate support and development opportunities for all those who work us, but at the same time we expect to see commitment and enthusiasm from the students carrying out the placements here at Lanesend Primary School. We welcome student work placements as they bring fresh ideas and a new lease of life to the classrooms.

## I. Types of Placements

The people who need a placement in the school to gain experience working with primary school children fall into 8 groups. These are:

1. Students training to be teachers who are attached to a teacher training college. Lanesend Primary enjoys a good working relationship with King Alfred's College, Winchester and Chichester University; however we also will accommodate any teacher training student from other Universities who request a placement. Teacher training establishments require different placements across the year.
2. Students on either on Direct Teaching or SCITT (Schools Initial Teacher Training) will spend the Autumn Term working alongside their school based trainer in the classroom. During the Spring Term, the student will spend time in a partner school, and we may receive a student from another school to spend time in our school. The student then returns for their final placement here at our school.
3. Students who need experience working with primary school children before entering a teacher training college. They normally need to visit the school for 2 weeks before beginning their teaching training course so request a placement at the very beginning of the academic year.
4. Overseas students who need experience working in English schools.
5. Secondary school students who need to gain work experience.
6. Students training as Early Years Practitioners or teaching assistants. These students are attached to the Isle of Wight College. Their placements tend to involve a long term commitment with the student visiting one class twice a week.

7. People wanting to visit the school who are considering becoming a teacher or teaching assistant and want to observe current practise before applying to a teacher training college.

8. Alongside these groups, a growing number of adults with no attachment to any place of learning have begun volunteering to help children in the classroom.

## **II. Prioritising applications: How the offer of a placement will be decided**

Several factors influence the placements of students. These are:

1. The education and emotional well-being of the children attending Lanesend Primary School.
2. The day to day activities of the school and its educational obligations (e.g., SATs).
3. The amount of support that teaching staff can reasonably be expected to offer to people on placements.
4. The desire to maintain and improve good relationships with people who have a personal link with the school.
5. The desire to maintain and improve the school's role in the wider community.
6. The desire to maintain and improve existing relationships with other educational establishments.

Over the years, a good working relationship has been established with King Alfred's College, Winchester and Chichester University. This helps to increase the quality of teachers and the school receives a small amount of money for the placements. In addition, several current members of staff qualified to become teachers while attending these Universities.

Due to the amount of people requesting experience in the school it is necessary to prioritise who we offer a placement to. If several requests for a placement in the school clash/ overlap, places will be offered with regard to the criteria listed below:

1. Students on placements from a teacher training provider.
2. People with a current personal link to the school (parents and relatives of children currently attending the school, friends and relatives of school staff).
3. Students from providers the school has a relationship with.
4. People from the immediate local community around Lanesend Primary.
5. People with a previous personal link to the school (parents of children who previously attended the school, ex pupils).
6. Students with no personal link to the school who need to gain a minimum level of experience before enrolling on a teaching related training course.

## **III. Timetabling Visits**

The Student Placement Lead will look at the commitments of the school, its priorities and the amount of people requesting a placement, and produce a yearly timetable to organise and plot visits.

#### **IV. Teachers' roles**

All suitably experienced and capable teachers will be required to have a student regularly. This will aid the training of new teachers and help current teachers in their professional development and maintain the good relationship Lanesend Primary has with its wider community.

Furthermore, each year at least one Reception class will take on one student training as Early Years Practitioner or teaching assistant.

Given the long term commitment from both students and the school, the teacher supervising the student will meet weekly with them to discuss their individual progress and set targets.

All teachers will take on the role of mentor, which will include carrying out observations, providing feedback, completing required paperwork and liaison with the student's link tutor to decide next steps. This may include discussions on the appropriateness of the placement.

Teachers can have volunteers in the classroom to help children at their own discretion, but must follow school procedures. Given the long term commitment from both volunteers and the school, the teacher supervising the volunteer will meet regularly with them to discuss their individual progress and set targets.

#### **V. Student Placement Lead's Role**

The Student Placement Lead is responsible for coordinating placements within the school. This will involve:

1. Organising placements in the school.
2. Liaising with providers involved in the training of school staff.
3. Supporting students/ visitors and guiding them during the time they visit the school.
4. Supporting teachers and guiding them during the time a visitor is placed in their class.
5. Organising an Induction Meeting
6. Providing any appropriate documentation to teachers and students/ visitors.
7. Recording which teachers and classes have welcomed students on long term block practises.
8. Analysing, sharing and using feedback.

## **VII. Feedback from students**

All students completing a period of work experience at Lanesend Primary School will be asked to return a feedback form to the school mentor. The aim of the feedback form is to improve the experience for future students, generate constructive criticism and collect new ideas.

## Feedback Form For Work Placement Students at Lanesend Primary School

As a fresh pair of eyes at our school, we are very eager to hear your opinions and ideas. How can we improve the experience for future student placements and our own staff and pupils? Please take the time to answer these questions and return them to your Teacher Tutor. If you would prefer to discuss your ideas, please speak to your Teacher Tutor.

1. Before beginning your placement, was there any information you were not provided with that would have been helpful?
2. Was it clear who to speak to you should you have need support with your role? Did you feel supported?
3. What was the highlight of your placement at Lanesend Primary School? Describe the best moment.
4. Describe a day that you finished work feeling that you had not achieved your best. What would have helped?
5. What do you think Lanesend Primary School should be proud of?
6. What should Lanesend Primary School concentrate on improving?
7. Any further comments or ideas for Lanesend Primary School after being part of our team?

Thank you for your feedback and please keep in touch with Lanesend Primary School. We wish you the best of luck with your career and supporting all children to Love Learning.