



Coppice Junior School

Student Placement Policy

Policy ratified and adopted by Full Governing Body: October 2022

Review frequency: 1 Year

Policy due for renewal: October 2023

Headteacher Mark Knowles _____ Date

Chair of Governors Jo Bromige _____ Date

1. Aims

To provide high quality Initial Teacher Training (ITT) and work experience that will give students the experiences necessary to pursue a career in education or childcare.

To create an opportunity for all trainee teachers/students and staff to pursue their Continuing Professional Development (CPD) through reflection on teaching and learning strategies.

The student placement coordinator, the student and the training provider will work collaboratively to fulfil these aims.

2. Types of Placements

The people who need a placement in the school to gain experience working with primary school children fall into 6 groups. These are:

A. Students training to be teachers who are attached to a teacher training college.

Coppice enjoys a good working relationship with the Arden Alliance and students linked to the University of Warwick.

B. 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.

C. Secondary school students who need to gain work experience.

D. Students training as teaching assistants.

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

F. Alongside these groups, adults with no attachment to any place of learning may volunteering to help children in the classroom to gain experience.

3. Prioritising applications

Several factors influence the placements of students. These are:

1. The education and emotional well-being of the children attending Coppice Junior 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.

4. Roles and responsibilities

Training provider/Secondary school

- Apply on student's behalf for Enhanced DBS disclosure.
- Communicate with school regarding the student's expected duties and commitments.
- Ensure adequate insurance is in place.
- Conduct own Health & Safety checks.
- Carry out visits to ensure progress of students is monitored.
- To provide extra support and guidance if required.

Student placement coordinator

- Manage communications between the schools and the ITT provider/Secondary school.
- Offer or decline placements to work experience students after initial enquiry subject to Enhanced DBS disclosure and photo ID being received prior to requesting.
- Attend induction session/s or training.
- Hold induction meeting with student to be shown around school and briefed on professional conduct, and discuss Safeguarding policies
- Monitor the progress of the training plan and responding positively to any issues that arise.
- Conduct lesson observations and feedback as set out in the Higher Education Institutions requirements.
- Brief class teachers regarding any specific needs of the student.
- Ensure students receive clear instructions from class teachers regarding their role in the classroom.
- Brief the student on the school's current Health & Safety policy during an initial meeting. Ensure that volunteers are clear about emergency procedures (e.g. fire alarm evacuation) and about safety aspects associated with a particular task (e.g. using DT equipment / accompanying children on visits).

Student

- Present current, clear Enhanced DBS disclosure and photographic ID.
- Communicate with school and training provider to inform of absences or changes to routine.
- Arrive punctually and neatly presented.
- Conduct themselves in a professional manner and maintain a professional, fair relationship with children.
- Inform class teachers in advance of any additional duties required such as observations or reports.
- Carry out duties as directed by the class teacher or student placement coordinator.
- Follow the example set by the class teacher and act as a role model for children.
- Read and follow policies set out by school e.g. marking and feedback policy.
- Read and follow current Health & Safety, Safeguarding and Child Protection policies.
- Students need to exercise due care and attention and report any obvious hazards or concerns to the class teacher/head teacher.

5. Arrangement of student placements

Any adult volunteer wanting to carry out a placement at the school will need to contact the school office. The email address of the placement coordinator will be given to the volunteer to request a placement. The students will then be either contacted to attend an initial meeting, or declined a placement. Placements will be immediately declined if a DBS clearance has not been obtained. An enquiry form (See Appendix 1) will be completed. A copy of this will be held by the placement coordinator and another copy given to the office manager with a copy of the volunteers CRB and photographic ID.

6. Supervision

All volunteers work under the supervision of the class teacher to which they are assigned. Teachers retain responsibility for children at all times, including the children's behaviour and the activity they are undertaking. Volunteers should have clear guidance from the teacher as to how an activity is carried out and what the expected outcome of an activity is. Volunteers are encouraged to seek further guidance from the teacher in the event of any query regarding children's understanding of a task or behaviour.

7. Insurance

Students are insured for the same activities as teachers, covered by Employer Liability Insurance. The school policy is available to view in the school office.

Work Experience Enquiry Form

Name

Address

Date of birth

Telephone

Email

Duration of placement required (please indicate total hours and/or days)

Preferred dates

Preferred age range (please leave blank if no preference)

Name and address of current School/College/University

Reason for requesting work experience/expected duties

Name and type of qualification working towards (if applicable)

Do you have a recent DBS disclosure? Yes/No

Please note, placements will not be offered without a CRB disclosure. (unless the placement is for work experience for a secondary school aged pupil.)

If yes: DBS Number Date

Do you have any relatives or friends currently at Coppice? Please give details

Any additional requirements for the placement?

If you have any queries, please email office@coppice.solihull.sch.uk or contact the school on 0121 705 3504

