



STUDENTS ON PLACEMENT POLICY

We are committed to supporting the following students who require a school placement in order to gain experience with working with children and young people:

- Secondary school students who are considering a career in education.
- Students who need experience working with and observing children and young people before they commence a PGCE course.
- Students on the Graduate Teacher Programme.
- Students from overseas who need experience working in English schools.

We encourage the placement of students in order to further their professional development and to give them the opportunity to observe good practice in relation to various areas of the curriculum.

The school benefits from student placement as it enhances the continuing professional development of their mentors, supports pupils by an increased staff/pupil ratio, supports the school with the development of new educational initiatives and is an effective method of promoting and maintaining links with the wider community in the form of colleges, universities and other training establishments.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To support people who require a school placement in order to gain experience working with children and young people.
- To enable students to develop and practice their skills necessary to fulfill the standards set down for Qualified Teacher Status (QTS).
- To encourage the placement of students in order to further their professional development.
- To give students the opportunity to observe good practice in relation to various areas of the curriculum.
- To encourage students to become active members of the school team.
- To enhance the continuing professional development of school mentors.

- To develop links with the wider educational community.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Student Mentor;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a safeguarding governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure the Student Mentor has attended the appropriate training;

- work closely with the link governor and with the Student Mentor in regard to all student placements;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the way in which student placement is managed;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - monitoring planning and assessment
 - speaking with pupils, school personnel, parents and governors
- annually report to the Governing Body on the success and development of this policy.

Role of the Student Mentor

The Student Mentor will:

- receive training for the role;
- organise placements in the school;
- provide support and advice for all students on placement;
- liaise with other educational institutions;
- organise an induction meeting for all students on placement and will:
 - provide relevant information about the school;
 - outline the Health and Safety policy, Safeguarding and Child Protection policy and all other safeguarding policies;
 - introduce students to their class mentors who will provide:
 - continuous support, advice and guidance;
 - observation and feedback of lessons;
 - advice on planning;
 - help with resources.
 - introduce students to all school personnel;
 - explain how their progress will be monitored by the:
 - Class Teacher Mentor;
 - Student Mentor;
 - University/college tutor.
- discuss student progress with the student, the class teacher and college tutors;
- attend the final grading meeting;
- provide support for all class teacher mentors;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff when the need arises;
- keep up to date with new developments and resources;
- review and monitor;

- annually report to the Governing Body on the success and development of this policy.

Role of Placement Students

Placement Students will:

- contact the school before commencing their placement;
- attend the induction meeting;
- be expected to arrive punctually every day;
- follow the school staff dress code;
- not use mobile phones in class;
- not give out their personal details;
- not take any still or video images of children or young people;
- not socialise with any pupils outside school;
- not contact any pupil on social media;
- not liaise with any parent;
- not discuss a pupil's progress with any parent;
- report to their Class Mentor if they are approached by a parent;
- report all disclosures to their Class Mentor, Headteacher or Designated Safeguarding Lead;
- report any concerns they have regarding a pupil/s safety, wellbeing and protection to their Class Mentor, Headteacher or Designated Safeguarding Lead;
- be aware that all school personnel ensure the safety, wellbeing and protection of all pupils.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- volunteer to be class mentors and undertake appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- learn to take pride in their work;
- produce work of a high standard;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- hand in homework properly completed and on time;
- wear correct uniform
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- work in partnership with the school;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Confidentiality
- Staff Code of Conduct
- Health and Safety
- Safeguarding and Child Protection

Reviewed by	
Date	
Next Review	