



THE CLARE SCHOOL

WORK PLACEMENT POLICY

Students come to the The Clare School from Norwich City College during the Autumn and Spring Term from a variety of courses; Child Care & Education, BTEC National Diploma & Certificate Children's Learning and Development, Foundation Award in Caring for Children, National Diploma Health Studies. A limited number of students come to The Clare School from mainstream secondary schools from the BTEC National Diploma in Early Years.

PGCE trainees from the UEA and trainees on the Cambridge Graduate Teacher Programme are offered placements. The placements may be for 2 days observing practice in the classrooms, or an extended 4 week practice in which they will gain experience in supporting/leading classes. Where possible they are placed according to requests for subject or age range.

The Clare School offers either one or two week Work Experience placements for students in Key Stage 4 in mainstream secondary schools during the summer term. These placements are limited to three students at any one time.

All placements are negotiated with the Deputy Head. Students are based with a class tutor if they are in the Primary Department or the Form Tutor of the group they are following in the Secondary Department; the tutor will monitor the placement and subsequently complete a report on the student when required.

College tutors should make regular visits to the students organising a convenient time to observe the student and to meet the student's class tutor via the school office. A list of criteria for each placement should be provided by the College tutor.

All students starting a placement at The Clare School are issued with information of safeguarding and Induction Pack. The Induction Programme for

students is co-ordinated by the Deputy Head. Induction takes place on the first morning of the placement. Students meet with the Deputy Head and, when possible, they are given a short tour of the school. Any problems which cannot be resolved in these informal meetings will be brought to the attention of the Deputy Headteacher.

Students work in classes in Primary or they follow a Key Stage 3 Secondary group to different subjects depending on the requirements of their placement. Any requests for particular age group or pupil needs will be considered. It is the student's responsibility to inform their tutor at The Clare School of any opportunities they will need in the classroom in order to fulfil their course requirements.

Students are required to phone the school if they are unable to attend. In the case of persistent poor attendance, school will get in touch with the college tutor.

Students are welcome to use the staff room but are requested to maintain confidentiality concerning any conversations regarding individual children. Students are not to attend staff meetings. Some students may have specific assignments to complete and may need to ask for information and again confidentiality must be maintained.

The school morning is from 8.45 a.m. to 12 noon (Primary) and from 8.45 a.m. to 12.30 p.m. (Secondary); in the afternoon the Primary classes start again at 1.15 p.m. and the Secondary Classes at 1.30 p.m. The whole school finishes at 3.25 p.m. Students are expected to be in school during these times and they will also be asked to carry out a lunch time duty.

Punctuality and courtesy are expected at all times. Students must also follow the school 'Dress' policy.

This Policy is to be reviewed Autumn Term 2020

Signed *F. Johnston* Headteacher

Date *5/10/17*

Signed *RWD* Deputy Headteacher

Date *5/10/17*

