



Student Placement Policy

We recognise that the quality and variety of work which goes on in the Nursery makes it an ideal place for students on placement from school / college / child care courses.

Students are welcomed on the following conditions:

- Students (over 16 years of age) must undergo an enhanced disclosure check, in line with the requirements of the Department of Education's Disclosure and Barring Arrangements (Circulars 2012/19 and 2013/01). This must be carried out by their educational establishment before commencing placement in our school.
- Parental permission must be obtained for any student observations. All findings must be anonymous.
- As far as possible, we will ensure there is no conflict of interest (e.g. relative to a child in Nursery class)

Students or volunteers will be limited to a practicable so that the staff may meet the students' needs satisfactorily without over-stretching the school's resources. All students will complete basic induction training led by the principal.

Whilst on placement at Hart Memorial, students will regularly review and evaluate their performance with both their tutor and teachers. Interaction between tutors / teachers and Hart Memorial staff will be established during the student's placement, to the mutual benefit of both the student and the staff.

This will be done in the following ways:

- Tutors / teachers visit the school during placements to discuss placement arrangements with the Head of Nursery.
- The Head of Nursery and tutor informs the student of the principles of Nursery education.
- The Head of Nursery and the tutor explains good Nursery practices.
- The tutor meets with the Head of Nursery and together they prepare a report on the progress of the students.
- The tutor gives clear instructions to the students and sets relevant assignments as previously agreed.
- The teacher will keep a record of student attendance. The principal will be informed when a student / work placement is absent. Where there are three absences, the tutor and relevant body will be informed.

If appropriate, students and volunteers will be offered a placement for the duration of the full academic year. All students and volunteers are expected to:

- follow school advice and guidelines
- abide by the school contract for work placements
- attend for placement punctually
- dress professionally
- use time efficiently
- behave courteously
- act as a role-model for the children

Students on childcare placements will be mentored by the associated Nursery Assistant and Teacher for the class in which they are placed. Students on teaching placement will be mentored by the Teacher. The appropriate mentor should be the first source of support and guidance throughout the placement.

Reviewed: November 2019