

<b>Approved Date:</b>	<b>November 2021</b>
<b>Review Date:</b>	<b>November 2024</b>

**Guidelines for Student Teachers & Others Working In  
Scoil Cholmcille, Mount Hanover**

**DO**

1. School starts at 8.50 am and finishes at 2.30pm. Be punctual and neatly dressed. If you are going to be late, contact the school
2. **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or the designated contact person
3. If you need to leave the school premises at any time, please inform the Principal or designated contact person
4. Treat all children with respect and kindness. Any problems in relation to a child's behaviour should be referred to the class teacher, another member of staff or the Principal
5. Inform the class teacher if you are writing notes/observations about anything in the class
6. Switch off your mobile phone when on the school premises
7. When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty
8. Check with the teacher or designated contact person regarding use of office/school resources and equipment
9. Seek advice/assistance from the class teacher.

**DON'T**

1. Get involved in any activity that involves lifting children or any other inappropriate physical contact
2. Find yourself alone with a child in an unsupervised area
3. Discuss in any detail individual children outside of school – refer requests for information to the class teacher.

**Please sign below, cut out the slip and return to the Principal.**

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I hereby agree to participate in Teaching Practice/Work Experience in Scoil Cholmcille, Mount Hanover subject to the conditions above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_