

Scoil Áine Naofa  
Loreto,  
An Uaimh,  
Co. na Mhí.



St Anne's  
Loreto Primary School  
Navan,  
Co. Meath.

Telephone: (046) 9023039  
Email: [office@stannesnavan.ie](mailto:office@stannesnavan.ie)  
Roll No. 00883P

## **ST. ANNE'S LORETO PRIMARY SCHOOL**

### **STUDENT TEACHER PROTOCOL**

#### **Rationale.**

It is the aim of our school to play a full role in the pre-service training of all student primary teachers following DES recognised programmes of study.

No class teacher shall have more than one student teacher in an academic year (unless they express a wish to opt in to further mentoring).

Teachers may volunteer or refrain from accepting a student teacher for academic or organisational reasons.

The school (class teacher, Principal, and all other teachers) generously through dialogue and collaboration throughout the school placement period offer the student teacher an introduction to and training in the Catholic ethos and Mission Statement of the school.

The student teacher submits in writing an expression of interest regarding placement to the BoM and the appropriate National Vetting Approval in advance of being given access to any class. The school retains the right to interview the student teacher on the basis of the correspondence submitted.

The school retains the discretion to retract the offer of the students access to a classroom even if previously agreed.

#### **Protocols.**

##### **Observation Days.**

The student teacher will visit the class teacher in advance of the Teaching Placement (TP) on the pre-arranged and agreed observation day/s in order to mutually discuss and agree the curricular areas/topics that the student teacher is asked to cover over the duration of the TP. The student will spend the full 9.00am to 3.00pm day in the school on observation. The teacher is to specify units; themes; strands and topics in each curriculum area while at the same time allowing the student teacher some flexibility in these areas that are of personal interest to him/her. During the observation day/s the student is to assist in the classroom and

to participate fully in the activities under the guidance of the class teacher/other staff. The student teacher may take their breaks with the SNA staff, in advance of the pupil/teaching staff breaks. This will facilitate the student teacher participating in Yard Duty and the valuable learning opportunity this affords in any of our three yard spaces, again under the direction of the teaching and SNA staff already rostered for this duty.

### **Behaviour Management.**

The student teacher at all times is to observe the class teacher's Behaviour Management protocols (Traffic Lights; Class/group targets etc.); Homework protocols; Home-school protocols and Pupil Assessment protocols for the duration of the TP. The teacher is to offer clear and encouraging guidance to the student teacher on how to engage with these initiatives. If the student teacher requires clarity, they should communicate this to the class teacher concerned. Contact details may be exchanged between both parties (if agreed) and strictly for the purposes of communication related to the TP during reasonable days/hours.

### **Student Folders.**

At the beginning of each week of TP, the student teacher is to have available to the class teacher his/her plans for each curricular area over that week. The student teacher must inform the class teacher the number and title of lessons intending to be taught in each curricular area that week. If the class teacher is dissatisfied with the extent or nature of the student's plans or preparation, this is to be brought to the attention of the Principal immediately. This is in order to follow our quality code of best practice here in St. Anne's Loreto P.S. and to allow us to communicate this issue to the Supervisor visiting from the College of Education concerned.

At the end of the TP period, the student teacher must offer a copy of their notes to the class teacher to include in their Cuntas Míosiúl monthly report to the Principal to account for the lessons and topics covered during their time in the school. These documents are retained on file ( with the class teacher's documents) for presentation to the DES in the event of an audit which may happen at any time.

### **Dialogue, Advice and Assistance.**

Class teachers will facilitate the student teacher with advice and pointers towards useful classroom resources (digital based and otherwise) and encouragement for the duration of the TP. Student teachers may use the staff printer/photocopier for their planning and preparation, under the direction of the class teacher. The class teacher will facilitate the student teacher with a reasonable degree of resources that may be required to teach standard Art & Craft lessons. Student teachers may use the staffroom and avail of tea/milk on a rota. If coffee is their pleasure, please bring a small jar of their own as do the staff.

### **Absence.**

In St. Anne's Loreto P.S. we hold an expectation that student teachers observe their own college protocols respectfully for reporting absence/illness. Student teachers need to inform

the school by ringing 046 9023039 (24 hour voicemail) at the earliest opportunity and contacting the class teacher if contact details have been exchanged.

### **Teacher Role for the Duration.**

The class teacher is to assume the role of Support Teacher within the classroom while the student teacher is teaching. Student teachers are welcome to engage with whole-school initiatives for the duration of their TP. Class teachers will endeavour to inform the student teacher, with maximum notice of any special events (educational visits/tours; visiting teachers/therapists; Testing; Seachtain na Gaeilge; Science Week Workshops; Carol Service etc.) that may occur over the duration of the student's placement.

### **Learning Support and Special Education.**

Ongoing in-class/withdrawal, Learning Support and Special Education initiatives (eg. Group work; team teaching; group withdrawal; station teaching etc.) are established practice in St. Anne's Loreto P.S. These will continue over the duration of the student's placement. The student should avail of the opportunity to participate in these initiatives where practical, for example, by leading a station or working with a small group.

Where the student teacher has a TP within a Special Education role, initially the student is largely to 'shadow' the practicing teacher and in due course, assist the class teacher as he/she carries out their role. Depending on the level of the student teacher's engagement and understanding of the role, the class teacher may organise or facilitate a teaching role for the student teacher along the lines of the class teacher's own, however strictly under their supervision due to the additional sensitivities attaching to this service.

### **Confidentiality.**

It is of critical importance that whatever information is shared between the class teacher and the student teacher is strictly on a professional basis and as so is treated in total confidence. This information may relate to pupils; St. Anne's staff; parents and/or our Board of Management.

Under our General Data Protection Regulation (GDPR) Policy, reference: [www.stannesnavan.ie/policies](http://www.stannesnavan.ie/policies) any information is personal to the child for the purposes of teaching and learning in the child's best interests and must be treated with utmost respect and not shared with anyone, anywhere outside the classroom/ without the class teacher present. The same guidelines attach to the St. Anne's community members in addition to the pupils. Any breach of this strict regulation is to be communicated to the Principal in writing (signed and dated) and will be brought before the Board of Management for their assessment and ruling which will be communicated through the Principal. The student teacher will risk losing their placement with immediate effect, resulting in a 'Fail'. The BoM judgement under this heading is final and will not be open to appeal.

### **Approaches by Parents.**

It is St. Anne's Loreto P.S. policy that any queries raised by parents, regardless of their nature, are to be directed to the class teacher. If the student teacher feels they need to give a respectful response, a simple statement along the lines of 'Leave that with me, I'll mention it to the teacher to manage and they will get back to you in due course' or 'Teacher is coming along, I'll leave you to deal with it while I bring in the class' or 'I think the teacher is the best person to take that query as I'm new to the class/school' or 'You can make an appointment to see the teacher before/after school/ send in a note with the details....' These examples are not exhaustive, just use your discretion however the class teacher is the person best placed to manage the situation and represent all school parties fairly as they are present at all times and know the contexts thoroughly.

### **Presentation.**

Please remember that we are trained professionals, role-models for our profession and as such need to reflect this status to all participants in the St. Anne's Loreto P.S. community. Therefore we must present ourselves professionally, look well and act responsibly with respect, firmness and kindness as key components, especially in school but also outside in the community. Let us not offer anyone reason to dilute the critical role we play daily in class and out of class in influencing character formation in these impressionable youths of today going forward.

### **And finally.....**

All school personnel are to do their utmost to ensure that the student teacher has both a personally and professionally enjoyable teaching experience in our school. Similarly, we look forward to the student teacher acting professionally at all times and making every effort to ensure that the children get an optimal learning experience for the duration of the TP.

Go n-éirí libh!

This Policy was ratified by St. Anne's Loreto Primary School, Board of Management on 25<sup>th</sup> September 2019

**Signed:**  
**Chairperson of Board of Management**

*Máire O'Donoghue*

**Date:** 22nd April 2021

**Signed:**  
**Principal**

*Cliodhna O'Brien*

22nd April 2021

**Date of next review: September 2023**

