



Coláiste Phobal Roscrea Guidelines for students on Teaching Practice:

Dear colleague,

The following are the guidelines for students completing Teaching Practice (TP) in Colaiste Phobal Roscrea.

1. Students must familiarise themselves in advance with the school's key policies.
 - a. Code of behaviour
 - b. Anti-bullying policies
 - c. Safety statements for practical rooms
 - d. Staff handbook
2. TP students must make themselves available to cover classes if required by the school.
3. TP students must get involved in extracurricular activities at least once a week.
4. TP students can expect the school Principal to observe 1 or 2 lessons.
5. Subject teachers will sit in on classes initially.
6. Important that TP teachers check all school notices on VS WARE to inform visiting inspectors of times when classes may not be available.
7. TP students must interact and seek advice from the staff of Colaiste Phobal Roscrea while on TP.
8. TP students must meet with class teachers to agree on what topics are to be covered.
9. TP student are expected to keep all information in relation to school confidential and exercise discretion where appropriate.

10. When using VS ware use a secure password and never download or print student data.

Every support will be offered to students on TP but the Principal shall terminate the TP if felt that the work being completed by a student on TP is of a low quality.

Yours sincerely,

Mr. Michael O' Connor

Teaching Practice student

Principal

Adoption and Communication

The Board of Management adopted these procedures at a meeting on March 8th 2018 and they are available on the school website. This Policy will be reviewed every two years by the Board of Management

As ratified by Board of Management 8th March 2018

Chairperson: *Amy O'Brien*
Board of Management

Date: 8-3-18

Principal: *Michael O'Connor*
Mr Michael O'Connor

Date: 8-3-18