

# Our Lady of Victories Infant School

Ballymun Road,  
Dublin 9, DO9YC99.  
E-mail: office@olvinfants.com  
Telephone: (01) 837 2372  
Web: www.olvinfants.com



## Confidentiality & Conduct Policy for Students on Teaching Placement

Dear \_\_\_\_\_

On behalf of the members of the Board of Management, I wish to welcome you to Our Lady of Victories Infant School in your role as Teaching Placement Student.

### Student Teacher Guidelines

**Here are some guidelines which will help ensure that everyone gets to the most out of the experience.**

- Please be on the premises at 8.40am at the latest, ready to collect the children at 9.00 am promptly from the yard with your teacher. You need to stay until the end of the school day and assist the teacher with classroom/resource preparation for minimum 15 minutes
- We kindly ask you **not to park in the car park** as spaces are very limited for full time staff. There is parking available in church car park, across the road
- You are welcome to use the staffroom if there is room. An alternative dining area may be allocated. Please keep the area clean.
- You are welcome to use tea/coffee/sugar/milk.
- Please sign in and out at the foyer- this is required for Health & Safety/Fire
- Neat appearance an appropriate dress code is expected for a professional setting

### Our expectations while you are in Our Lady of Victories Infant School

- Child Safeguarding Policy (on Website/Foyer/Classroom Wall Box) must be read
- Confidentiality Policy- Sign (Below)
- Children are treated respectfully at all times in our school- *kind hands, feet, words, hearts are at the core of our Wellbeing Anthem*
- Bring pupils to the yard and to collect classes from the yard with their placement teacher in the morning and at yard times.
- Contribute at least **one high calibre display** to remain in the classroom based on work required.
- **Complete corrections of all work** completed by the pupils during lessons taught by the placement (student) teacher.
- Talk to your placement teacher about what art supplies etc. are available for your use in the classroom and what you need to provide yourself.
- Ensure all materials you need for teaching are fully prepared and ready e.g. enough copies/resources made for all.
- **Student planning should be up to date and readily available** to class teachers/management.
- **Students should provide a report of what they have taught to the class teacher to allow the teacher to update their Cuntas Míosúl on the school share drive.**

- Ensure to reinforce everyday classroom routines - keeping classroom clean and tidy, ensuring coats are on, bags are packed correctly, holding the bannisters etc
- Maintain the teachers expectations/standards of the classroom. Eg Maintain routines that the teacher has established.
- We do facilitate photocopying but please limit the amount of pages. We do not provide coloured printing.
- If you are unable to attend school please contact your supervising class teacher via text/ email as soon as you know that you will be absent. Please contact the college to inform them of the same.

**Confidentiality- Please read and abide by the following Confidentiality Stipulations which are designed in order to:**

- Have regard for the integrity of pupils' welfare
- Provide assurance and confidence to parents in general that those who volunteer/work in our school, are unambiguously bound by strict guidelines and have due respect for every child's privacy.

**Statement:**

Confidentiality pertaining to all school matters is of paramount importance to all those who work or visit our school, and especially those who are in contact with staff and students. This is imperative in the case of those who have direct contact with pupils who may be experiencing difficulty or have a variety of learning styles. This is a sensitive area, requiring all involved to have due regard for the privacy and confidentiality of all, as any parent would wish for their child. Discussion about a child's progress with any party other than the classroom teacher is not tolerated.

**Photographs/videos/voice recordings are not permitted** to be taken on the premises of the school or any school related field trip/outdoor activity unless under the specific instruction of the class teacher, for a specified educational purpose and with an authorised school device e.g. school iPad.

**Declaration of Confidentiality:**

A declaration of confidentiality must be completed and signed by all those who volunteer/work within the school, indicating that they clearly understand and are willing to abide by the guidelines governing this policy. If you agree to the above, we would ask you to sign and return the following declaration to the school.

**Thank you for your help and assistance.**

**Mary McDonnell**  
**School Principal**

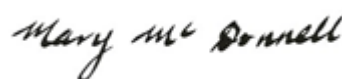
This policy pertaining to Confidentiality and Compliance of Student Teacher Placement in Our Lady of Victories Infant School was ratified by the BOM on Date: 12/12/2023 and with an amendment on 15th October, 2024 to provide an ICE contact. (In case of Emergency Contact).

Chairperson Signature:



15th October 2024

Principal signature:



15th October 2024

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### Declaration of Confidentiality and Compliance with Student Teacher Guidelines

I, \_\_\_\_\_ do hereby agree to keep **confidential** all matters arising during my time within Our Lady of Victories Infant School and agree to **comply with Student Teacher Guidelines**.

Signed \_\_\_\_\_

Date \_\_\_\_\_

In the case of an emergency, I give permission for the school authority to contact

Name \_\_\_\_\_

Contact Mobile/Phone \_\_\_\_\_