



# Student Policy

2021 version reviewed: February 2023  
Review date: February 2025  
Approved by DCEO – February 2023

The Prince Albert Community Trust  
**Student Policy**

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## Definitions

**Work experience:** A secondary school student that requires work experience as part of their course (see work experience policy)

**Teaching Students:** A teaching student on a recognised ITT course that requires a teaching practice placement (see teaching student policy)

**Other Students:** A student on a recognised course (NVQ etc.) that requires a placement in a school-based setting.

**Volunteers:** Any person who wants to gain experience/work within the school (see volunteer policy)

*The schools within the Prince Albert Community Trust (PACT) are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, students, visitors and volunteers to share this commitment.*

## Rationale

Schools within the PACT welcome students and recognise the important role of providing high quality training and experiences for future teaching assistants/ support staff. We provide placements in the hope of mutual support and the exchange of expertise and experience.

## Aim

We aim to provide students with high quality experiences, support and expertise which will contribute to the successful completion of their studies and which will provide models of quality practice.

## Applying for a Student Placement

Any person requesting a placement within the PACT (apart from ITT establishments ) will be required to complete an application form. This can be collected from school reception or downloaded from the PACT website. Students are requested to submit their application well in advance of their required placement as this will help the schools to plan effectively.

### This needs to include:

- ✓ Full name and email address
- ✓ The reason you want a placement our school.
- ✓ The days you are available and the length of your placement, e.g., until July
- ✓ The year group/key stage you request.
- ✓ Safeguarding questions
- ✓ References and previous employment details

We work closely with ITT establishments in the area. In this instance, the establishment sends out an expression of interest form and each school then nominates year groups / classes that could accommodate a student teacher.

## Number of Places Available

NVQ students tend to work in EYFS or KS1. The number of placements we offer is decided yearly depending on the capacity we have to support. PACT schools will initially hope to identify capacity in July (in readiness for next year) but reviews /amendments could be made at different point throughout the year.

## Allocation of students to classes

The allocation of students to classes is based on the following:

- The request of the establishment for a specific year group or key stage experience
- Staff experience and expertise in order to support students.
- The needs of the year group/ children within the class
- Any other relevant information
- Students will not be placed into a class where they have a family member present.

All applications will be responded to via school email. No replies will be issued over the phone. However, in the instance that a postal reply is required, a stamped addressed envelope must be provided by the student.

**If we can accommodate this request**, students may be invited into school for an informal interview.

- References may be requested.
- If the student wants to proceed with the post and we feel that they are right for the role, a DBS check will be carried out.

## **Induction and Training Process**

All students will receive:

- An initial induction session from a senior member of staff including specific details relating to child protection / health and safety /code of conduct.
- An Induction pack containing key information and links to key policies on the PACT website.
- Training on evacuation procedures
- A volunteer ID lanyard (to be worn at all times)

## **Supervision and Support**

### **Role of class teacher**

The class teacher is the main support for students during the teaching practice/placement. Class teachers will provide the following:

- Day to day support
- Help with planning as required.
- Observation of lessons in line with the training provider model
- Feedback to students on progress
- Help with resources.
- Provision of general advice, praise, encouragement and help on a range of educational issues.
- Liaising with link tutors to discuss progress.
- Completing required paperwork in line with trainer requirements

## **Student involvement in WOW experiences**

PACT schools' welcome students to be involved in taking part in school trips. Students must understand that during out of school activities, they are still bound by policies and procedures of the school.

## **Confidentiality and GDPR**

Students are bound by the same requirements for confidentiality as paid staff. As part of the induction process students will be briefed about confidentiality and asked to sign a contract in agreement with this. They will also receive online training on safeguarding and GDPR.

## **Professionalism**

All staff working in PACT schools are bound by the staff code of conduct. All students are also expected to adhere to this policy. They are required to conduct themselves in a professional manner at all times.

## **Attendance and Absence**

All students are required to sign in using the school inventory system. In the event of absence, they are required to ring into the school office by 8.30 so that the class teachers/ key personnel can be informed.

## **Public liability insurance**

We are covered by the governments Risk Protection Arrangements (RPA) Insurance.

## **Review**

This policy will be reviewed every other year, or more regularly in the light of any significant new developments or in response to changes in guidance.