



CBC Kilkenny STUDENT TEACHER PLACEMENT Policy Dec 2025

School Name:	Christian Brothers College Kilkenny
School Address:	Dunningstown Road, Kilkenny, R95X6CX
School Details:	CBC Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBC Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBC Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBC Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

The word 'parent' in this document means parent or legal guardian.

Introduction

School placement is a critical part of initial teacher education and is designed to give the student teacher an opportunity to: experience teaching and learning in a real environment, apply educational theory in a variety of teaching and learning situations and school contexts, and participate in school life in a way that is structured and supported. This policy outlines the procedures to be followed to ensure the process works to the benefit of all members of the school community.

Role of the Student Teacher

Student teachers are expected to take a proactive approach to their own learning and to participate constructively in a broad range of placement experiences. They are expected to engage fully in school life and to seek and avail of opportunities to observe and work alongside other teachers. The school community expects that the student teacher will engage in a respectful and courteous manner having due regard for the values and standards set out in the school's mission statement and policies.

Procedures to be followed by Student Teacher, Cooperating Teacher(s) and Relevant Post-Holder

- Student teacher send placement request from third level teacher training college to the principal.
- Sanction must be sought from principal by the student teacher.
- Student teachers will be interviewed by the school senior management team (SMT) where vacancies arise.
- Principal will consult with relevant cooperating teacher(s).
- Classes will be allocated to student teacher by the principal in consultation with the cooperating teacher(s).
- SMT will meet with the student teacher prior to the commencement of placement.
- In consultation with the principal, appropriate post holder and subject teachers, an appropriate staff induction programme will be implemented.
- The relevant post-holder will be responsible for the introduction, successful induction and mentoring of the student teacher.
- The relevant post holder will ensure that the student teacher is familiar with VSware and all relevant school policies. A useful checklist is provided in the Teaching Staff Induction Policy and is included in Appendix A of this document.
- Student teachers must never meet with parents on their own without prior approval from the principal.
- The cooperating teacher(s) should introduce the student teacher to the class and outline the plan of work for the class.
- The cooperating teacher(s) should remain in the classroom for initial classes where appropriate and in line with college guidelines on Teacher Placement. The

- co-operating teacher can provide feedback to him/her if necessary.
- The cooperating teacher(s) should afford the student teacher opportunities to observe him/her teaching.
- The cooperating teacher(s) should work collaboratively with the student teacher and the SMT.
- The cooperating teacher(s) or any member of the teaching staff should bring any concerns regarding the student teacher's practice or professional conduct to the attention of the SMT.
- The cooperating teacher(s) retains primary responsibility for the progress of students. He/She should be available to meet with parents in relation to a student.
- The cooperating teacher(s) should be on school premises when the student teacher is taking his/her class unless prior permission has been given by the principal.

APPROVAL

This policy has been approved by CBC Kilkenny Board of Management.

Signed: _____ Date: _____
Chairperson, Board of Management

APPENDIX A

This list has been copied from the Teaching Staff Induction Policy Mar 2025 (still in CBS Kilkenny at that time).

Induction Checklist

The following list is not exhaustive, but provides comprehensive guidelines for the Senior Management Team, the Induction Coordinator, the Advisory Teacher and the New Teacher. It lists specific areas within CBC Kilkenny that may represent unnecessary hurdles for a New Teacher if left unaddressed. It is the responsibility of the four partners in this policy (Senior Management Team, Induction Coordinator, Advisory Teacher and New Teacher) to ensure that these areas are addressed as soon as possible, to the satisfaction of each party.

- Meet with Principal, Deputy Principal, School Secretaries, Caretakers, SNAs, Subject Department Convenor.
- To receive and be familiar with the Teacher Handbook (includes Mission Statement, Ethos, Code of Behaviour, School Rules, Child Protection Guidelines, School Improvement Plan, list of Tutors, Year Heads, Non-Teaching Staff, Student Council, Parent Council).
- Ensure that the New Teacher has completed their Tusla Children First training
- Has access to full class lists, where possible, on VSware.
- Tour of facilities.
- Provide the new teacher with his/her own school computer device and ensure they sign the agreement in relation to its use.
- Ensure each new teacher has their own school email address and access to VSware before they start teaching.
- Gain access to textbooks and resources from various publishers.
- If requested, booklists to be provided to all new teachers before all student return.
- Introductions to staff across all subjects, but particularly in the teaching subject of the new entrant and attending SNAs.
- Informed by Career Guidance Department and Special Educational Needs (SEN) team of students with personal and learning difficulties Informed ref: car parking, yard supervision, acquisition of gate- door- and classroom keys, school trips, email address, Health & Safety (fire evacuation), one-way stairs system, school lift, school timetable, personal timetable, subject department plans, photocopying, substitute claim form, supervision and substitution roster, after-school study, results input, IT issues, VSware, online teaching platform, etc.
- Informed ref: students with medical conditions and the appropriate procedures that need to be followed, location of defibrillator and a list of staff trained in its use.
- Add to “teachers@” and “allstaff@” and “staffinduction@” and departmental email groups
- Appropriate communication with parents and use of student diary and VSware.
- Inform New Teacher regarding VSware (login, attendance, results input, behaviour, attendance and academic reports), wireless data projector/ PC/ Visualiser etc., website/social media handles
- Provide information regarding specialist room safety and security, school policies in shared drive, Child Protection Guidelines, provision of personal locker.
- Format of parent teacher meetings

- Inform regarding day-to-day procedures for behaviour management and reporting structures for indiscipline
- Refer New Teacher to www.asti.ie for up-to-date information on employment terms and conditions.

Computer Room: Booking system, etiquette, AUP and behaviour management.