



Special School for Children with Autism and Complex Needs

Application form for work experience/placement in Abacas Special School

Name: _____

Please Tick:

Third Level Education Course name and Year: _____

Other Course Name and Year: _____

College/Educational Institution: _____

Dates of work experience: _____

Number of hours required: _____

Working Hours each day: _____

Duties/experience you wish to gain from Abacas Special School:

Rules for placements:

1. School starts at 9.20am and finishes at 3.00pm. Be punctual. If you are going to be late, contact the school.
2. **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or the principal.
3. If you need to leave the school premises at any time, please inform the Principal.
4. Treat all children with respect and kindness. Any problems in relation to a child's behaviour should be referred to the class teacher or the Principal
5. Inform the class teacher if you are writing notes/observations about anything in the class. Names of pupils or school staff should never be used in any of these recordings.
6. Switch off your mobile phone when on the school premises.



Special School for Children with Autism and Complex Needs

7. When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty.
8. Check with the teacher or designated contact person regarding use of office/school resources and equipment.
9. Placements are subject to garda vetting. Placements cannot go ahead without a satisfactory garda vetting disclosure being received prior to the commencement of the placement.
10. Do not get involved in any activity that involves lifting children or any other physical contact.
11. Do not find yourself alone with a child in an unsupervised area.
12. Do not discuss in any detail individual children outside of school (refer requests for information to the class teacher/ behaviour analyst/principal).
13. Do not be afraid to ask questions. You are here to gain experience and learn from your time with us. Seek advice/assistance from the principal, class teachers, SNAs or Behaviour Analyst.

Please attach a copy of your application for garda vetting if not already handed into the school. This must be accompanied by ID and a bank statement/utility bill. Applications for placements will not be considered until this has been received by the school. Please see the Department of Education Circular 0031/2016 for more information.

I hereby wish to apply to participate in a placement in Abacas Special School, Kilnamanagh to the conditions above.

Signed: _____ Date: _____

Contact Phone No: _____