

Student Training Policy

We aim to provide students the opportunity to gain practical experience within our nursery school setting.

We aim to expose students to the wider professional role of early years practitioners, allowing them to plan and work as part of a supportive team.

We aim to work in partnership with training establishments and students to fulfil the requirements of the examining authorities.

Reviewed: Spring 2024

This policy is due for review: Spring 2026

Co-ordinator: Debbie Patterson and Clair Howe

The Responsibility of the Co-ordinator

The Student Training Co-ordinator has responsibility to provide help and guidance for mentors and students; to commend the good practice of others and foster the development of existing practice; to organise and monitor resources (including time) and record-keeping; to liaise with training organisations on general (related) issues; to negotiate the appointment of mentors and to deputise for them when necessary; to evaluate policy implementation pending regular review.

The Co-ordinator has overall responsibility for ensuring that a personal information sheet is completed by all students.

The Responsibility of the Mentor

Each student should have a mentor who, in partnership with students and staff, will ensure breadth and balance in training through day-to-day and week-to-week planning and evaluation. Such planning and evaluation should take into account the stage of training that the student is at, and the mentor should ensure that the student is encouraged to take a developing degree of responsibility, as appropriate for her level of experience.

The mentor should assume pastoral care for “her” student(s), in conjunction with other members of the team. She is also responsible for facilitating the development of professional attitudes and relationships within the team.

The mentor should monitor the work of her student(s) throughout the school, and is responsible for collating information, writing reports, giving feedback and liaising with training organisation tutors.

For reasons of health and safety the mentor is responsible for ensuring that each student completes a personal information sheet, which should be made available to the office manager, and then stored in the folder marked ‘information for students’ in the staffroom for the duration of their placement. She should also ensure that the student is given a general introduction to the school (usually by the student training co-ordinator, Debbie Patterson) and is taken on a “Health and Safety Walk” by the relevant co-ordinator.

The Responsibility of the Student

- Students should demonstrate a developing professionalism by honouring their commitment to be in placement on their specified days, and being aware of the implications for timetabling. They should also be aware of the need to be punctual, reliable, alert and committed.
- Students are responsible for ensuring that the mentor is fully acquainted with known training establishment requirements, giving as much notice as possible.
- Students are responsible for making sure that lesson plans etc. are made available to the mentor, are completed on time and signed if necessary.
- Students need to be aware of the content of the Early Years Foundation Stage curriculum.
- Students should be aware of the planning and record keeping systems that are in place within the school.
- Students should participate with planning and record keeping at a level which is appropriate for their stage of training.
- Students should be able to accept and act upon constructive advice.
- Students should have the ability to ask for help when they need it.
- When writing up observations students must ensure that they adhere strictly to the need for confidentiality. They should show the finished written observation to their mentor before handing it in to their training establishment. They should refer to children by initial(s) only, and destroy anything that could be used for identification as soon as possible.
- Students should begin to develop an understanding of the rationales behind routines.
- Students should be actively involved in all aspects of health, safety, hygiene and cleanliness.
- Students should endeavour to form good working relationships with staff, parents and children. A “working relationship” involves openness, willingness, awareness, thoughtfulness, diplomacy and honesty. The student also needs to be willing to strive towards the overall professional attitude that will be expected of them as a qualified person.