WORK EXPERIENCE STUDENTS

CODE OF CONDUCT – TANUNDA PRIMARY SCHOOL

- Students undertaking Work Experience at Tanunda Primary School are expected to be on site no later than 8:40am and are able to leave once the school day for students is over ie 3:20 pm. Upon arrival, students need to sign in at the front office then report to their mentor teacher.

- If of driving age, students will park their vehicles in the Visitor Car Park of the School.

- Students must enter via the Front Office and sign in and out each day they are on Work Placement. They are required to wear a Volunteer/Identification badge whilst on site.

- Work experience students will be assigned to either a single class or a variety of classes and will undertake tasks as directed by the supervising teacher/s within the context of the Tanunda Primary School daily routines and expectations.

- Students will address staff as the other students in the school do and the Work Experience students will be addressed using their Christian Name.

- Students will model positive interaction with and attitudes toward the teachers and students and appropriate body language is expected at all times. As in any workplace, students are expected to follow all instructions and complete all set tasks without complaint.

- Work Experience attire should be clean and tidy. In keeping with OHSW guidelines, enclosed footwear is required. In accordance with Sun Smart policies covered shoulders and midriffs are expected. Our school hat policy applies in Terms 1 and 4.

- Students are expected to maintain confidentiality, not speaking about staff, parents or students outside of the school setting. No comments about the school or any person within the school are permitted on social networking sites such as Facebook.

- During break times, Work Experience students are expected to engage in yard duties alongside their mentoring teacher or spend break times with staff. Work Experience students should not interact with students in the yard without a staff member present.

- Work experience students are not to leave school grounds without written permission, which must be sighted and co-signed by the mentor teacher.

- Students may choose to order their lunch from the TPS Canteen on days of operation (Monday, Wednesday, Friday). Orders are made via Lunch Order Bags, which are available from the Front Office or Classroom and should be completed and placed in the Lunch Order Box, which is located in the classroom. The Canteen is open at recess on days of operation.

- Use of mobile phones is not permitted during school hours.

I understand that I am a guest of Tanunda Primary School as, as such, I agree to abide by the conditions outlined above. I understand that breach of this code of conduct may result in the withdrawal of my placement.

Student Signature: ___________________________ Date: __________________________

Mentor Teacher: ___________________________ Date: __________________________