



Placement Policy

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Last review date:	May 2021			
Next Review date:	May 2024			
Review Cycle:	3 Years			
Statutory Policy:	No			
Publication:	Website. G/Policies			
Date	Version	Reason for change	Overview of changes made	Source
05.01.21	0.1	Internal Lead Scheduled Review	Name & Logo update. Roles updated. Removal of reference to Single Central Record, as this is no longer a legal requirement. J Bowman	SCC
29.04.21	0.2	Board Lead Scheduled Review	No changes. CH	
14.05.21	1.0	Board Scheduled Review	Ratified	

Placement Policy

It is the aim of the Staffordshire Schools Multi Academy Trust that placements are welcomed and encouraged within Trust Schools, and that students attending on placement receive an excellent experience, whilst ensuring that the student, Trust staff and pupils are safe.

All requests for placements should go to the CEO, or the Headteacher of the relevant school the student wishes to undertake a placement in.

The CEO/Headteacher will make the decision whether to take the placement on, and identify a mentor within the relevant school.

The details of the student will be passed on to the mentor teacher, who will then complete the Student Placement Form.

The Student Placement Form will be kept in the school office of the school undertaking the placement. An electronic copy will be sent by the school secretary to the Business Operations Manager.

The Business Operations Manager will ensure the correct checks have taken place, and create a central electronic and hard copy personnel file.

Once the placement is complete, the school office will send the paper copy of the Student Placement Form, and any other information held on the student, to the Business Operations Manager to be placed in the hard copy file. The hard copy file will be archived.