

Castaheany Educate Together National School

Guest Speakers Policy

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1. Introductory Statement

This Whole School Plan was formulated by the Teaching Staff of Castaheany Educate Together during the 2006-2007 school year.

2. Rationale

The formulation of a Guest Speaker Policy was deemed important as the staff recognised that when appropriate, guest speakers can make a useful contribution to a classroom lesson and enhance the children's knowledge in a given topic or area.

3. Topics

The following is a list of some topics that may require an outside contribution. This list may be amended and added to.

Community Issues:

- Community Garda

Safety Issues

- Fire Service
- Ambulance Service

Development Issues

- Trocaire- Abso
- Human Rights Education -Amnesty International and Development agencies.

Self-esteem

- Walk Tall Support Services

Environmental care

- Recycling Centre
- Enfo

Health Issues

- Dental Care e.g. Mighty Mouse in Senior Infants
- Food and Nutrition- Dietician, An Bord Bia (4th class)

Sports Issues

- Special Olympics

- Sports people

Myself and My Family

- Parents

Intercultural

- Parents

4. Criteria for selecting Guest Speakers

The school recognises the need to give careful consideration to the selection of guest speakers and the following outlines some considerations to be taken into account when doing so.

The guest speaker is:

- Appropriate and beneficial to topic.
- Relevant practical experience and reputation e.g. a known agency.
- Recent references or referee are obtained where available.
- Consideration is afforded to the many different cultures, backgrounds and religions represented within the school when selecting a guest speaker.
- Guest Speaker is willing to meet and liaise with class teacher on at least one occasion before the class visit.
- Outline of lesson(s) are made available to class teacher (resources and worksheets where appropriate).
- The content of the lessons is engaging and age appropriate.
- Inform Principal of all decisions and relevant details and seek advice where deemed necessary.

In due course the school would envisage having a contact list of reliable guest speakers.

5. System for engaging and briefing

- Having selected a speaker he/she will be provided with details regarding the location of the school, the age and number and ages of children.
- Relevant information about the school and its ethos will be forwarded to the speaker via e-mail or post.
- The class teacher will arrange a date and time for an initial visit.
- During the initial visit the guest speaker will meet with the Principal who will advise them about relevant school practices, values and ethos.
- The class teacher will make the speaker aware that he/she must be present at all stages of the lesson to assist and guide where deemed appropriate. Ultimate responsibility lies with them.

- The class teacher/s will look through the lesson plan/s with the speaker and make them aware of any changes they think should be made.
- The class teacher should also be available to provide any other information that is requested regarding the lesson and its impending execution.
- The class teacher will decide if a second to the school is necessary before the class visit.
- At this stage a date and time for the class visit should be arranged.
- Several days before the due date it is good practice for the class teacher to confirm all the details by phone.

6. Role of the Class Teacher

- Class Teacher must stay in the room at all times.
- Organise room and resources.
- Classroom Management.
- Behaviour management.
- Collaborative/team-teaching.
- Aid children you have will have specific difficulties.
- If an SNA is present guide them accordingly.
- Follow-up work.

7. Parents

In the case of sensitive issues parents are made aware of the visitation prior to the date.

The class teacher may inform parents regarding other guest speakers.

8. Implementation

This policy will be implemented at all class levels. Teachers will be made aware of the guidelines. Assistance will be provided for teachers when selecting guest speakers. They will be reviewed at the end of each school year.

Ratified by Board of Management on _____Date

Signed _____
Chairperson, Board of Management