



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: July 2020

Review Date: July 2022

Student Teachers on Placement

Responsible to:	Senior Teachers
Applies to:	All student teachers and trainees participating as part of recognised training schemes.
Purpose:	<ul style="list-style-type: none">•To accept and administer placements in a way that is reasonable to all concerned and that recognises teacher input as appropriate.•To provide guidelines for student placement in Whānau Manaaki Kindergartens (WMK).
Definition:	“Placement” means when a student, engaged in study for an Early Childhood Teaching qualification, is placed by their teacher education provider in a Kindergarten for practical experience.
References:	Visitors in Kindergartens Policy and Kindergarten Based Student Scheme Policy.

Policy

1. Whānau Manaaki Kindergartens (WMK) recognises and supports the practical placement of students as part of adult education and training programmes.
2. Subject to 3 below, generally, only student teachers from the following teacher education providers shall be placed in Whānau Manaaki Kindergartens:
 - Victoria University of Wellington
 - The Open Polytechnic of NZ
 - Te Rito Maioha Early Childhood New Zealand
 - Whitireia Community Polytechnic
 - Massey University
 - UCOL
3. Student teachers from other teacher education providers may be considered for placement. These will be considered by the Team Leader Senior Teachers on a case-by-case basis.
4. All students are ultimately responsible to the Head Teacher of the kindergarten. They must at all times be aware of and abide by the policies and procedures of the kindergarten and WMK.
5. For students from secondary schools refer to Visitors in Kindergarten Policy.

Procedures:

1. Teacher education providers wishing to make a student placement must approach WMK for approval.
2. Annual arrangements may be negotiated and agreed upon re the placement of students with those organisations listed above who are training early childhood teachers.
3. WMK shall retain the right at all times to accept or decline placements dependent upon individual circumstances.
4. Head Teachers may not delegate full responsibility for the care of children to students attending the kindergarten either as observers or on placement.
5. Work with students must not take preference over kindergarten programmes or WMK business.
6. If the student placement becomes unsatisfactory for any reason, the Head Teacher will inform the Senior Teacher and/or Team Leader Senior Teachers.
7. An Associate Teacher will be identified from within the team to support the student whilst on their teacher practicum. The Associate teacher must be a Fully Registered Teacher.