



St. Colman's College

GUIDANCE PLAN

MAY 2022

DRAFT

Mission Statement

St Colman's College aims to be a Christian Community which respects all members of staff and nurtures each and every student to achieve maximum potential and to develop the whole person within a caring and respectful school

Guidance Policy

This Guidance Policy demonstrates a commitment to provide Pastoral Care and Guidance to students and teachers in their charge and the intention of St. Colman's College to discharge its responsibility under the Education Act (1998), Section (9) Subsection (c) which states that:

.....schools must ensure that students have access to appropriate guidance to assist them in their educational and career choices.

Objectives

Department of Education and Skills Circular 09/2012 states

Guidance in schools refers to a range of learning experiences provided in a developmental sequence that assist students to develop self-management skills which will lead to effective choices and decisions about their lives. It encompasses three separate but interlinked areas of personal and social development, educational guidance and career guidance. (Section 1.4, P3): personal and social development, educational guidance and career guidance. (Section 1.4,P3)

Circular 09/2012 goes on to state that...(the need for schools) to ensure that the guidance counsellor has one to one time towards meeting the counselling needs of the students facing emotional difficulties or crisis (Section4.3)

This commitment is made despite the provisions of Budget 2012 which removed the ex-quota status long held by Career Guidance Counsellors.

Guidance is provided through the school guidance programme. The guidance programme is the specific set of learning experiences, which a school provides in response to the guidance needs of its students. The school guidance plan is the document in which the school, in a systematic way, defines the guidance programme it offers, and states how resources are organised to deliver the programme

Definition

Guidance is defined as the process of facilitating individuals or groups at any point throughout their lives to develop their capacity for the self-management of their personal, social, educational, training, occupational and life choices in order to grow towards their potential and thereby to contribute to the development of a better society.

Overall Aims of the Guidance Programme Educational

- To help achieve the ideals of the school's Mission Statement.
 - To encourage students to participate fully in school and to maximise the educational opportunities and resources available to them.
 - To help students identify their most effective learning style and develop appropriate study and exam skills.
 - To help students make effective choices and to cope with the demands that school and 3 society places on them.
 - To promote inclusion of special needs students, racial, ethnic and intellectual differences.
- Vocational
- To promote career education as part of the overall educational programme on offer.
 - To provide objective assessment student aptitudes and interests and provide feedback on these.
 - To help each student realise his talents and abilities.
 - To identify the areas of work that are related to these talents, aptitudes and abilities.
 - To help students in their exploration of career progression routes and lifelong learning opportunities.
 - To provide clear information on subject choice.
 - To outline to students the implications of subject choice in terms of further education training and career options.
 - To develop information-seeking skills for career exploration and planning, using Internet and other ICT.
- Personal Development
- To help each student to develop to his full potential, emotionally, spiritually, physically and socially.
 - To encourage the development of a positive self-image.
 - To encourage a confident and caring person.
 - To promote the development of appropriate skills in interacting with others and in dealing with the problems they may encounter.
 - To encourage participation and involvement in the school as a community and to contribute to life in the wider community.

The following curricular programmes address guidance in the school.

- SPHE
- CSPE
- RSE
- TYO

- LCVP

Wellbeing is the responsibility of the whole school community and all teachers will implement the pillars of the Wellbeing programme which will be incorporated into the Guidance Programme. The Wellbeing programme is currently under review.

Whole School Involvement

Guidance in St. Colman's College is a whole school activity where members of staff have important and worthwhile contributions to make to the planning and delivery of many aspects of the programme.

Personnel involved in the Provision of Guidance

- Guidance Counsellor
- Principal
- Deputy Principal
- Year Heads
- Care Team
- SEN Team
- R.E. Teachers
- SPHE Teachers
- Class Tutors: Tutors will provide a pastoral care role during the year for their class grouping.
- SPHE / RE Teachers: SPHE and Religion teachers, as part of their curriculum, provide aspects of the Guidance Programme to Junior students.

The Specific Responsibility of the Guidance Counsellor

The following section describes the roles that are specific to the Guidance Counsellor (GC) of St. Colman's College.

- Counselling

The GC draws on her skills and experience, to help pupils in their decision-making, problem-solving and behaviour. Counselling is offered on an individual or small group basis. The focus of counselling may be on personal, educational and career issues, individually or in combination. The GC also provides a caring context for counselling young people in personal crisis.

- Consultation

The GC engages with parents, teachers, school management and referral agencies. Consultation may include interventions by the GC on behalf of a student.

- Assessment

The GC uses a range of psychological tests for prediction of academic performance, categorisation of occupational interests, assessment of behaviour, educational and career planning, personal and social development. Information from these tests is supplemented other records on the student that are held in the school. State examination results (Junior Certificate and Leaving Certificate) and Mock Examination results enable the GC to assist a pupil in decision-making.

- **Information**

The GC helps students to identify sources of relevant information to assist them in decision-making.

- **Classroom Guidance Activities** Classroom guidance activities fall into two main categories:

1. Skills development to assist decision-making, CV preparation & job search, Career investigations, interviews, subject choice for 2nd and 5th year, preparation for work placements and study skills.
2. Information giving e.g. understanding CAO, the points system, the national qualifications framework, education, training and employment, apprenticeships, PLC's, opportunity awareness and pathways and UCAS systems.

Counselling Aims

All students will have access to individual or group counselling, on request or by referral. Counselling will focus on the domains of educational, personal/ social and career growth and development. Our service will try to balance prevention (developmental) counselling and intervention counselling. Counselling is most effective when integrated into a school climate, which encourages respect, trust, caring consideration and support for all. Special consideration must be given to students with special needs or different cultural backgrounds.

The GC is an advocate for the student and she will provide a caring environment for young people in crisis.

In summary, we aim to:

1. To encourage responsible and rational behaviour in all our students.
2. To assist students in their decision-making.
3. To develop coping skills in our students.
4. To help our students to become responsible members of society.

Information Nights for Parents

- In February each year a meeting is organised for parents of 3rd Years and Transition Year students to familiarise them on the subject options and curricular programmes available to their sons. The guidance counsellor and the coordinators of TYO and LCVP provide input. Simultaneously, the options are discussed with the students during school time.

- At the start of each year a meeting is held for 1st year parents to discuss how their son is settling into the school and any issues or questions they may have. The Guidance Counsellor, Principal, Deputy Principal, Year Head, SEN Co-Ordinator, SNA, Anti-Bullying Co-Ordinator.

- In November each year a meeting is held for all 6th year parents on the CAO process and options available to their son after they finish in St. Colman's.

- The Guidance Counsellor is available by appointment to meet Parents on an individual basis
- should they need to discuss any issue relating to their son.

Guidance offered to Student Groups

First Year

Guidance Counsellor will interview all First Years in the first term and identify needs and offer advice on issues they may have.

Areas Covered:

- Coping with the transition from primary to secondary school.
 - CAT4 assessments
 - Making friends
 - Identifying support structures in the school and the community
 - Anti-bullying
 - Study skills and homework
 - School rules and discipline
 - Subject choice
 - Well- Being Programme
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- At the end of the year the students will pick their subjects for 2nd year, advice and information will be given to them.

Second Years

The Year Head and Class Tutors arrange a means of regular contact with students to offer advice on discipline and coping with school. Information and advice will also be offered on subject levels, dropping to Ordinary or Foundation levels etc. The Guidance Counsellor will visit all classes during the year.

Areas Covered:

- Study and motivation, including study skills
- Self-discipline and time management
- Interpersonal relationships
- Decision-making skills
- Well Being Programme

Third Years

The Year Head and Class Tutors arrange a means of regular contact with students to offer advice on discipline and coping with school. Information and advice will also be offered on subject levels, dropping to Ordinary or Foundation levels etc. The Guidance Counsellor will visit all classes during the year.

Areas covered during the year:

- Study Skills and Exam Technique
- Information and advice on subject levels, dropping to Ordinary or Foundation levels

- Subject Choice
- Information Night for Parents re 5th Senior Cycle Subject Options
- Information Night on T.Y.O. and L.C.V.P.

Transition Year

The Programmes coordinator organises work experience for TY students. Preparation for the world of work and the subsequent briefing and debriefing is also carried out by the Programmes coordinator. The Guidance Counsellor has a class each week with TYs during the year.

Areas Covered during the year:

- Research and career investigation
- MyEirquest/ My Aptitude tests
- Career Interest Inventory
- Information and advice on subject options in Transition Year
- Information Night for TY Parents re 5th Senior Cycle Subject Options
- Speakers
- Well Being Programme

Fifth Years

Areas covered during the year:

- Study Skills
- Subject Levels: Higher/Ordinary
- Emphasis on career investigations
- CV preparation and application forms.
- Use of Internet and online portals/websites
- Qualifax / Careers Portal
- Work Experience
- Speakers

Sixth Years

The Guidance Counsellor will visit all classes during the year to provide guidance on career choice, CAO and college career. All students are meet individually before the completion of the CAO process.

Areas Covered during the year:

- Levels: Higher V. Ordinary
- Meet individually
- CAO application system
- Complete CAO Forms

- UCAS applications
- PLC courses
- Apprenticeships
- HEAR / DARE Applications
- Open Days
- Speakers from HEA institutes
- Higher options Conference at RDS
- Talk to Parents re Options, Third Level, CAO etc. (GC)

Summary of Services

The services provided by the Guidance Counsellor can be summarised as follows:

- Individual counselling to all students on request or by referral.
- Class guidance module for Transition year students in preparation for senior cycle and subject choice.
- Guidance modules for First Year, Second Year and Third Year classes covering topics such as study skills, and bullying (In consultation with the SPHE Department and Year Heads).
- Psychometric testing: CAT4, MyEirquest, MyAptitude
- First Year Induction Program and Mentor System
- Classroom Guidance for 5th and 6th Year students to assist them with career choice e.g.: CAO, Colleges of Further Education, Apprenticeships, Defence Forces etc.
- Individual Guidance meetings for 6th Year students to assist them with career choice, CAO choice, HEAR/DARE applications, UCAS application etc.
- Attendance at organised Open Days e.g.; Higher Options
- Guest Speakers e.g. Higher Education Institutions, Colleges of Further Education, Various careers, FAS
- Parents' Information Evenings on:
- Subject Choice (Third Year & Transition Year)
- Open Evening (Incoming First Years)
- CAO/UCAS/FETAC Info night (Sixth Years)

This policy was ratified on 26/05/2022 by the Board of Management.

Signed: Christina Boyle
PP Chairperson

Date: 26/05/2022