



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Guidance Plan

2025/2026

Approved by the BOM :10-03-2026



WHOLE SCHOOL GUIDANCE

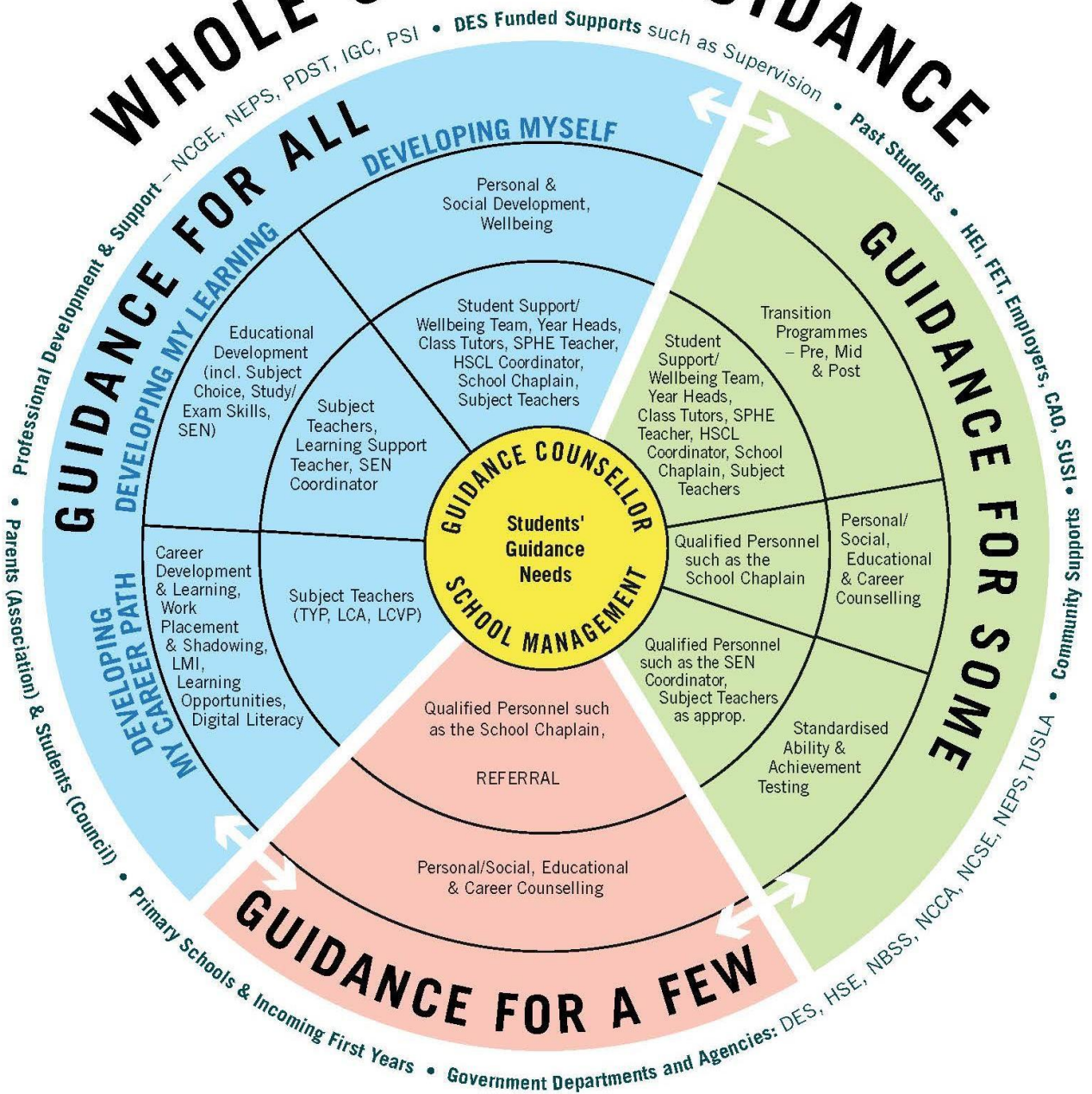


Table of Contents

1. Guidance Plan

- *Rationale*
- *Mission Statement*
- *Definition of Guidance Counselling*
- *Junior Cycle Wellbeing Guidelines*
- *Definition of Guidance and Counselling in Coláiste Pobail Setanta.*

2. Counselling

- *Purpose of Counselling*

3. Aims

4. Objectives

5. Schools Policies

6. The Guidance Department

- *The Guidance Department Personnel*
- *In Career Development and IGC*
- *Supervision*
- *CPD Completed by the Guidance Counsellors*
- *Year Head*
- *Class Tutor*

7. Personal Safety & Student Safety

8. Record Keeping

9. Reporting Procedures

10. Referrals

- *In House Referrals*
- *Student Support Team*
- *Student Support Team Meetings*
- *New referral system*
- *Carebear*
- *Student Appointment*
- *Confidentiality*
- *Confidentiality statement made to students*
- *Crisis situations and critical incidents*
- *Parent/Guardian Appointment*
- *Consultation with Parents/Guardians*

- *Annual presentations made to parents*
- *Outside Agency Referrals*
- *Consultation with colleagues*
- *Link with Staff/Outside Agencies*

11. Assessments

12. Guidance Curriculum

- *Junior Cycle Guidance-Related Learning*
- *Role of Guidance in subject choice*
- *Subject Levels*

13. College Awareness Week /Open Day

- *Open Day*
- *College Awareness Week*
- *Higher Options*

14. Student Supports

- *Tús Maith*
- *Student Council*
- *Homework Club*
- *Senior Perfects*
- *Student Mentors*
- *Meitheal Week/Wellbeing/Positive Mental Health*
- *LGBTQ Week*
- *Mock Interviews*
- *Guest Speakers*
- *Early School Leavers*
- *Why Try*
- *Friends for Life*
- *Amazing Brains Study Skill Workshop*
- *College Taster*
- *VPG Careers Model -Leaving Cert Applied*
- *Junior Cycle Wellbeing Calendar*
- *Guidance Activities*
- *Guidance- a term by term view*

15. Appendices

GLOSSARY

CAO	Central Applications Office
CL	Circular Letter
CMS	Career Management Skills
DES	Department of Education and Skills
DSGC	Directors of Studies in Guidance Counselling
ELGPN	European Lifelong Guidance Policy Network
ESL	Early School Leavers
ETB	Education and Training Board
FET	Further Education and Training
HE	Higher Education
HEI	Higher Education Institution
HSCL	Home School Community Liaison
ICT	Information & Communication Technology
IGC	Institute of Guidance Counsellors
JC	Junior Cycle
JCT	Junior Cycle for Teachers
LC	Leaving Certificate
LCA	Leaving Certificate Applied
LCVP	Leaving Certificate Vocational Programme

LLG	Lifelong Guidance
LMI	Labour Market Information
NBSS	National Behaviour Support Service
NCCA	National Council for Curriculum and Assessment
NCGE	National Centre for Guidance in Education
NCSE	National Council for Special Education
PDST	Professional Development Service for Teachers
PSI	Psychological Society of Ireland
SC	Senior Cycle
SEN	Special Educational Needs
SGH	School Guidance Handbook
SOL	Statement of Learning
SPHE	Social, Personal and Health Education
SSE	School Self-Evaluation
SUSI	Student Universal Support
TYP	Transition Year Programme
WSG	Whole School Guidance

1. Coláiste Pobail Setanta College Guidance Plan

Rationale

The guidance plan for Coláiste Pobail Setanta reflects the school mission statement and the school values of Misneach, Bród & Meitheal and also the Dublin Dún Laoighre ethos of Community, Care, Respect and Equality.

Mission Statement

‘Our college is a vibrant, friendly, learning community where students, teachers and parents are encouraged, supported and challenged in pursuit of the highest standards of achievement and academic excellence. We foster equality, respect and integrity in our college. We embrace diversity, and recognise that everyone is unique and has a positive contribution to make’.

Section 9(c) of the Education Act (1998) requires schools to *‘ensure that students have access to appropriate guidance to assist them in their career choices’*. The provision of guidance is a statutory requirement for schools under this act.

Definition of Guidance Counselling

In Coláiste Pobail Setanta we are adopting the guidelines as outlined in the *NCGE Curriculum Framework for Guidance 2017, the Junior Cycle Wellbeing Guidelines (NCCA, 2017), the Wellbeing Policy Statement and Framework for Practice 2018–2023 and the National Strategic Framework for Lifelong Guidance: Strategic Action Plan (2024-2030)*.

The provision of guidance in schools is a requirement of *The Education Act (1998)*. Section 9c of The Education Act states that a school shall “*use its available resources to – (c) ensure that students have access to appropriate guidance to assist them in their educational and career choices*” (Government of Ireland, 1998). Guidance in schools includes “*...personal and social, educational and career guidance delivered within a whole school context*” (DES, 2016a; pg. 7) and is defined as:

“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...”. (DES, 2005, pg. 4).

This definition highlights the holistic nature of guidance in supporting students’ personal and social, educational and career development and the important role guidance plays in facilitating decision making and life choices, and in promoting supporting students’ wellbeing.

The DES *Programme Recognition Framework: Guidance Counselling* (DES, 2016a; pg. 7) sets out activities relating to the guidance counselling role:

- *Designing, delivering and evaluating guidance learning and developmental programmes relating to personal and social, educational and career development for individual, group and classroom settings*
- *Developing effective teaching, learning and assessment strategies for the guidance class*
- *Providing individual and group counselling to facilitate personal and social, educational and career development and at moments of personal crisis*
- *Providing labour market, learning and career-related information through Information and Communications Technology (ICT) and blended learning approaches*
- *Planning and organising workplace learning and establishing links with the wider business community, agencies and voluntary sector*
- *Using psychometric tests (i.e. ability and aptitude tests and career interest inventories) to facilitate career decision-making and personal development, and to support learning and educational choices.*
- *Planning and organising workplace learning and establishing links with the wider business community, agencies and voluntary sector*
- *Using psychometric tests (i.e. ability and aptitude tests and career interest inventories) to facilitate career decision-making and personal development, and to support learning and educational choices.*

Providing support to, and working in collaboration with, school and ETB management and staff in the planning, leading, delivery, review and evaluation of the guidance service/programme and the whole school guidance plan

- *Working with parents (as appropriate) and referral agencies in facilitating the personal and social, educational and career development of students and service users*
- *Referring students and service users to external agencies and professionals, as appropriate*
- *Establishing close ties with feeder schools, where appropriate, and with centres of further education and training and higher education.*

Due to specialist training the guidance counsellor leads, coordinates and delivers the school guidance programme in collaboration with school management and staff and key stakeholders in response to the guidance needs of students. Circular 0009/2012 states “*It is established policy that guidance is a whole school activity and under existing arrangements each school develops collaboratively a school guidance plan as a means of supporting the needs of its students*” (DES, 2012; 4.3)

Junior Cycle Wellbeing Guidelines (NCCA, 2017). The Wellbeing Guidelines state that “*Student wellbeing is present when students realise their abilities, take care of their physical wellbeing, can cope with the normal stresses of life, and have a sense of purpose and belonging to a wider community*” (NCCA, 2017; pg. 17). The Guidelines highlight wellbeing as a whole school endeavour. Six indicators of wellbeing are presented in the guidelines - ‘*active*’, ‘*responsible*’, ‘*connected*’, ‘*resilient*’, ‘*respected*’, and ‘*aware*’. Guidance is highlighted as supporting ‘*learning about wellbeing and learning for wellbeing*’ for all students in junior cycle and is regarded as one of the main pillars for developing the Wellbeing programme in schools (NCCA, 2017; pg. 46 & 48). In Coláiste Pobail Setanta we are adopting the wellbeing guidelines. We currently meet the 400 hours of required timetabled wellbeing, through the delivery of PE, SPHE, CSPE and Guidance related content.

Indicators of Wellbeing



ACTIVE

- Am I a confident and skilled participant in physical activity?
- How physically active am I?



RESPONSIBLE

- Do I take action to protect and promote my wellbeing and that of others?
- Do I make healthy eating choices?
- Do I know where my safety is at risk?



CONNECTED

- Do I feel connected to my school, my friends, my community and the wider world?
- Do I appreciate that my actions and interactions impact on my own wellbeing and that of others, in local and global contexts?



RESILIENT

- Do I believe that I have the coping skills to deal with life's challenges?
- Do I know where I can go for help?
- Do I believe that with effort I can achieve?



RESPECTED

- Do I feel that I am listened to and valued?
- Do I have positive relationships with my friends, my peers and my teachers?
- Do I show care and respect for others?



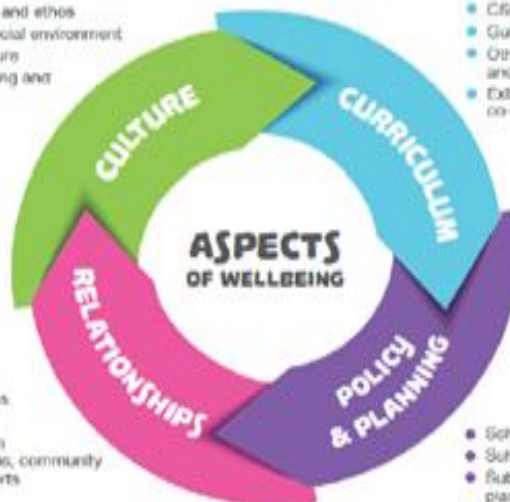
AWARE

- Am I aware of my thoughts, feelings and behaviours and can I make sense of them?
- Am I aware of what my personal values are and do I think through my decisions?
- Do I understand what helps me to learn and how I can improve?

Four Aspects of Wellbeing

- School mission and ethos
- Physical and social environment
- Classroom culture
- Teaching, learning and assessment

- Student/teacher relationships
- Peer relationships
- Student voice
- Partnerships with parents/guardians, community and wider supports



- CSPE, PE and SPHE
- Guidance
- Other subjects and learning experiences
- Extra-curricular and co-curricular learning

- School policies
- School self-evaluation
- Subject and whole-school planning
- CPD planning



Give

**KEEP
LEARNING**

**BE
ACTIVE**

**TAKE
NOTICE**

CONNECT



Definition of Guidance and Counselling in Coláiste Pobail Setanta.

Guidance refers to a wide range of learning experiences provided in a developmental sequence that assists students to develop self-management skills which will lead them to make effective and informed choices about their lives and in making transitions to these choices. These learning experiences may be broken down into three distinct but interlinked areas:

- Personal and social development
- Educational guidance
- Vocational guidance

Guidance resources and activities that assist students in the decision-making process include:

- Personal counselling
- Career information (classroom, personal, vocational guidance interviews, attendance at careers events, guest speakers, on-line course provider sites, etc)
- Personal and social developmental programmes
- Information technology

2. Counselling

Counselling is a key and intrinsic part of the school guidance programme which is offered on an individual basis as part of a developmental learning process and at moments of personal difficulty for students. It is defined in *Planning the School Guidance Programme* as "Counselling- helping students to explore their thoughts and feelings, and the choices open to them; giving care and support to students learning to cope with the many aspects of growing up". Counselling may come in the form of personal counselling, educational counselling, career counselling or combinations of the above.

Counselling facilitates students in difficulty by suggesting and exploring a range of coping strategies and interventions in a caring and sensitive way appropriate to the individual's needs. Counselling can only take place in an atmosphere where the young person feels secure, accepted and understood, and where confidentiality is guaranteed. Counselling facilitates the individual students in a holistic way to realistically appraise their abilities, interests and aptitudes in order to make appropriate life choices and



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

achieve personal happiness and fulfilment in life. The Guidance Counsellors can be involved in group, individual or peer counselling as is necessary. All counselling offered is rooted in a person-centred Rogerian approach, where the individual concerns of each student are foremost. This is considered to be the most effective approach for the students' needs and is the orientation chosen by the guidance department.

Purpose of Counselling

The guidance counsellor will be influenced by the IGC Code of Ethics when counselling students.

The guidance counsellors conduct, competence, confidentiality and consent of the client will supply professional personal, educational and vocational counselling.

The counselling style used at Coláiste Pobail Setanta is person centred. The Counsellor tries to see the clients as they currently view themselves and gives the student a space to discuss issues without judgement. Students attending the guidance counsellor for counselling will be informed of confidentiality and the limitations of confidentiality.

The counselling duties at Coláiste Pobail Setanta can be summed up as follows;

- to assist pupils through temporary crises
- to help pupils with normal developmental problems
- to note signs of abnormal disturbance
- to support teachers who are helping individuals in their care
- to refer cases needing specialist treatment

Students may attend the Guidance Counsellor at any time and most especially in a time of crisis. The Guidance Counsellor's duty is to provide and to take care of the students that present themselves in the guidance office for counselling. If and when a case needs to be referred, the student will have been made aware of the confidentiality policy in place in Coláiste Pobail Setanta in alliance with the Institute of Guidance Counsellors code of ethics. At Coláiste Pobail Setanta we offer individual counselling and group counselling where appropriate.

There are many guidance activities in Coláiste Pobail Setanta to assist students and help students make informed decisions. The guidance activities include;



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Individual Vocational/Educational and Personal Counselling Guidance appointments on request for students
- Career Interest Inventories
- Annual Meitheal Week- promotion of positive mental health
- Aptitude Testing
- Career Classes for TY & 6th Year classes
- Speakers for 6th years and other year groups where appropriate
- CV Preparation for those entering the workforce and those gaining work experience
- Mock Interviews
- Disability Applications DARE for students entering 3rd level
- HEAR Applications for students entering 3rd level
- Grant information. SUSI
- Sport /Music Scholarship applications
- Academic Scholarship applications
- Keeping the Mental Health section of the library up to date
- 1st Year Induction programme
- Mentoring Programme
- Jigsaw Peer Education Programme (Ceased this year)
- Access to Group Therapy
- Access to Seomra Solais
- Liaising with staff and subject departments
- Liaising and linking with student support staff in the school
- Attending Student Support Team meetings weekly
- One Good School with Jigsaw (Ceasing this year)
- School of Distinction with Trinity College Dublin (ceased last year)
- Academic Tracking through Career classes for 6th Years
- Target setting for all other year groups except 1st
- Parents information nights: CAO, Subject Choice, TY LCA and TLC information. 1st year parents night.
- Liaising with the Board of Management
- Links with external bodies and agencies such as Jigsaw, Foroige, PSS, Barnardos, General Practitioners, Psychiatry Services, An Garda Síochána, Colleges and more.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

3. Aims

The aim of the guidance plan is to help students make informed decisions. Students have to make many decisions that affect the student themselves and sometimes others around them. Second level students receive guidance from all staff in Coláiste Pobail Setanta. The Student Care Team in Coláiste Pobail Setanta keep the schools ethos of *Bród, Misneach & Meitheal* as a guide when making decisions. The staff members in the guidance team are responsible for delivering guidance to students at Coláiste Pobail Setanta. The Guidance team nourishes academic and career information, emotional, physical and health education. The aim of the Coláiste Pobail Setanta Guidance department is to help students make informed decisions now and in the future.

- To meet the social, personal, educational and vocational needs of each student within the school.
- To provide a framework for the delivery of the school's guidance programme.
- To ensure a structured response to student's personal, social, educational and career guidance needs.
- To provide inclusively for the junior, senior, minority, special education needs etc., of all students.
- To ensure students have access to appropriate guidance activities: classroom sessions, vocational guidance interviews, attendance at career exhibitions, open days etc., meeting with management, support agencies etc., personal counselling etc.
- To ensure students have access to information which is appropriate for their personal, educational and vocational development through ICT, careers library, guest speakers etc.
- To act as the administrator of all guidance and counselling services that operate within the school.
- To assist each student in realising, accepting and developing his or her own unique talents, skills, aptitudes and abilities.
- To assist each student in making realistic, appropriate and informed career choices.
- To provide an integrative model of counselling based on sound theoretical theory to any student who wishes to avail of such a service.
- To offer support to parents and all members of the school community in assisting students to make informed, guided, decisions.
- To offer an integrative, collaborative approach to guidance including all relevant members of the school community.
- To implement the new JCT indicators for wellbeing. Active, responsible, connected, resilient, respected & aware.



4. Objectives

The objective of the Guidance programme in Coláiste Pobail Setanta is to ensure that students receive guidance, advice and support from staff.

- To develop awareness and acceptance of their talents and abilities
- To identify and explore future opportunities
- To enable students to grow in independence and take responsibility for themselves through co-operative learning
- To enable them to make informed choices about their lives and follow through on these choices
- To provide an inclusive environment where all members of the school community are given adequate guidance appropriate to their needs.

5. School Policies supporting Whole School Guidance

School policies are compiled by a team of staff in Coláiste Pobail Setanta. The policy is brought to School Management, the Student Council and the Board of Management to be ratified. The following school policies are available on the school website;

Administration of Medicines Policy

Anti Bullying Policy

Assessment Policy

AUP mobile Phone and Personal Media Devices and Internet Use in the school policy

CCTV Policy

CPS Child Safeguarding statement and Risk Assessment 2022

CPS Intimate Care Policy

Data Breach Protocol Policy

Expulsion Policy

Health And Safety Policy

Healthy Eating Policy

Learning Code Policy

Policy for Admissions

RSE Policy

School Trip Policy



SEN Policy

SNA Policy

SPHE School Policy

Substance Abuse Policy

Suspension Policy

Transition Year Policy & Application 2023

Uniform Policy

Voluntary Contribution Policy

6. The Guidance Department

The Guidance Counselling Department in Coláiste Pobail Setanta consists of two full time Guidance Counsellors and one trainee Guidance Counsellor.

- Ms. Deborah Galbraith - Postgraduate in School Guidance and Counselling- Maynooth University
- Ms. Susan O'Donovan – Master in Guidance Counselling – DCU

The current allocation of hours are divided as follows:

- D. Galbraith:
 - 3 hours - Career Guidance classes - 6th Year
 - 1 hour - Vocational Preparation Guidance class for 5th and 6th Year LCA
 - 1 hr weekly Student Support Team Meeting
 - 13 Hrs Vocational/Educational/Personal Counselling
- S. O'Donovan:
 - 4 hours - Career Guidance classes for 6th Year
 - 1 hour - Career Guidance classes for Transition Year
 - 1 hour weekly Student Support Meeting
 - 12hrs Vocational/Educational/Personal Counselling

The Guidance Counsellor is responsible for the delivery of a comprehensive guidance programme in Coláiste Pobail Setanta. A holistic approach to guidance is offered in order to ensure that all students have access to, 'appropriate' guidance. (9 (c) Education Act 1998). It is realised that guidance planning must evolve over time and reflect the needs of students on personal, social and academic level. The school guidance counsellor must;



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Support troubled members of the school community in times of need.
- Listen carefully and supportively.
- Offer advice on social, personal and academic issues.
- Any teacher who feels that a particular student needs or would benefit from counselling can send in a guidance referral through the online referral system
- The Guidance Counsellors are keen to ensure a good working relationship with all members of the school community in order to provide an efficient service.

In-Career Development and IGC

Both guidance counsellors are members of the Institute of Guidance Counsellors.

In-Career development is essential to the work of the Guidance Counsellor. The IGC provides a range of in-service through the provision of workshops and presentations relevant to our work. Additional in-service is organised at local or/and at national level and is open to all registered current members of the IGC. Attendance at open days, career seminars etc all constitute in-career development. All in-career development is noted and recorded.

Supervision

Both full time Guidance Counsellors attend supervision as recommended by the IGC five times throughout the year.

CPD Completed by the Guidance Counsellors

Year	CPD	Length	Facilitator	Guidance Counsellor
2024	School Based Anxiety	2 hour Webinar	Bronagh Starrs	DG SL
2024	A Practical Approach to Self-Harm	1 day	P.S.S	DG SOD



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

2023	Supporting students through Bereavement	1 day	P.S.S	SOD
2023	Mind Out	2 days	H.S.E	DG
2023	Eating Disorders – Support	1 day	Bodywhys	DG
2021-2022	Postgraduate in Educational Leadership	18 months	Centre for School Leadership & University of Limerick	SOD and DG
2019/ 2021	Personal Counselling-Choice Theory	12 weeks	IGC	SOD DG
2022-2023 (Ongoing)	Post Graduate Guidance Counselling	1 Year	Maynooth	SL
2016-2018	Masters in Guidance & Counselling	2 years Part time.	DCU	SOD
2017-2018	Post Graduate in School Guidance Counselling	1 Year	Maynooth	DG
2017-Present	Jigsaw Peer Education Programme	Anually	Jigsaw	SOD and DG
2017	Belong- Stand up against LGBTQ-related Bullying	1 day	Belong	SOD and DG
2017	Belong- Supporting transgender in	1 day	Belong	SOD and DG



Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

	post primary schools			
2017	Child Protection	1 day	DCU Maynooth	SOD DG
2017	Reach + Careers Portal	1 day	Careersportal in conjunction with DCU and Maynooth	SOD DG CD (Nov 22)
2017	Psychometric Testing	5 days	Dr. Nicky O'Leary-Maynooth	DG CD (Oct 22)
2018		1 Day Refresher	Psychological Support Service	SOD and DG
2018		3 days	Enact – in conjunction with DCU	SOD
2017-Present	Jigsaw Guidance Counsellors Networking programme	On going	Jigsaw	SOD and DG
2016	Understanding HEAR & DARE	1 day	Éirim The National Assessment Agency	SOD and DG
2015-present	JCT Facilitator in Wellbeing	Ongoing 2015-present	JCT	DG
2017	JCT Wellbeing Leadership Seminar	1 day	JCT	DG



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

2017	Understanding Youth Mental Health	2 days	Jigsaw	DG& SOD
2016	Restorative Practice- An Introduction	2 days	CDI	DG CD (Oct 22)
2016	Wellbeing Seminar	1 day	P.D.S.T	DG
2015	Rainbows Co-ordinator Training	2 days	Rainbows Ireland	DG
2014	Mindfulness for Educators	12 weeks	DCU	DG
2014	Introduction to SPHE	1 day	PDST	SOD CD
2012	Rainbows Facilitator Training	2 days	Rainbows Ireland	DG
2011	Fostering the Emotional Climate in Schools	3 days	PSDT	DG

Role of the Yearhead

A year head in Coláiste Pobail Setanta monitors the academic, social and behavioural progress of the full year group. They do this by:

- Getting to know each student in their year group.
- Ensuring that each student is secure, happy and able to learn effectively.
- Becoming familiar with any difficulties each student may have.
- Liaising with support people/departments in the college to help the student.
- Meeting parents/guardians frequently and informing them in case of any early difficulty.
- Monitoring attendance, punctuality.
- Monitoring effort and participation.
- Talking to students about their progress.
- Tracking each student's progress all through their years in the college.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Encouraging students to get involved in extra curricular activities
- Encouraging students to get involved in leadership programmes
- Monitoring the social interaction of the group.
- Putting support in place for any student whose friendship group has changed, or who is excluded.
- Communicating with other staff in cases where a student needs to be a Care Bear for a period of time.
- Helping the student to implement strategies which will support him/her in changing their behaviour.
- Communicating with other staff about strategies which might be helpful to a student who is trying to change behaviour.
- Monitoring students on stage 2 Report, and encourage them in every improvement.
- Devise appropriate support strategies with the Care Team.
- Monitoring and evaluating the implementation of the strategies.

Role of the Class Tutor

This is the most important role in our college. The Tutor is the key support person for each and every child in their tutor group. The role of the tutor is to:

- Get to know each student in their tutor group.
- Ensure that each student is secure, happy and able to learn effectively.
- Become familiar with any difficulties each student may have.
- Liaise with support people/departments in the college to help the student.
- Communicate regularly with parents/guardians through the journal.
- Monitor attendance, punctuality.
- Record incidents of absence/lates on VSWare
- Monitor effort and participation.
- Talk to students about their progress.
- Help students set achievement targets for themselves.
- Encourage students to get involved in extra curricular activities.
- Encourage students to get involved in leadership programmes.
- Monitor the social interaction of the group.
- Support any student whose friendship group has changed, or who is excluded.
- Communicate with other staff in cases where a student needs to be a Care Bear for a period of time.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Try to prevent a student from getting to stage one of the Learning Code.
- Help the student to implement strategies which will support him/her in challenging their behaviour.
- Communicate with other staff about strategies which might be helpful to a student who is trying to change behaviour.
- Monitor students on stage 1 Report, and encourage them in every improvement.
- Implement the SPHE Programme as agreed by the college.
- Support the students in developing study and exam skills.
- Devise appropriate support strategies for students with the Care team.
- Monitor and evaluate the implementation of strategies.

7. Personal Safety and Student Safety

For the safety and protection of the student and the guidance counsellor the code of ethics as laid out by the IGC code of ethics and professional issues are adhered to. All contact with student and communication with parents/guardians are documented and filed via Vsware 'Notes' section and/or paper and filed accordingly.

Any student can make an appointment at any time if they choose to. It is encouraged that if students seek an appointment, they ask their tutor who will bring the concern to the care team meeting.

Students can also make a self-referral through the school website referral link. [Guidance & Guidance Referrals | Coláiste Pobail Setanta](#). This allows for confidentiality. Teachers are also encouraged to make referral through this link highlighting concerns and steps taken previously. This promotes whole school guidance and the involvement of all staff members.

8. Record Keeping

The Guidance Counsellors operate the following record-keeping procedures.

- Records of all personal counselling and careers/vocational guidance interviews are kept as follows: online via Vsware 'Notes' section and/or on paper and filed accordingly.
- Guidance records are kept for 7 years after the students leave school.
- The detailed records of personal counselling sessions should contain some of the actual words and phrases used by the student and the student should be informed of all matters pertaining to confidentiality between the counsellor and the student.
- The Counsellor should ideally write up notes as soon as possible after the session to ensure accuracy and precision.
- Notes should, in general, be brief



9. Reporting Procedures

In both personal and career counselling confidentiality is adhered to in alliance with the IGC code of ethics. School management, class tutor, year head and/or parents of guardians are informed if it is felt that the student is in danger to him/herself and or to others. It is a legal requirement to report. The student is informed of the limitations of confidentiality at the beginning of a counselling session. If it is felt that it is in the student's best interest to inform a teacher/parent/guardian/other party or agency of a particular difficulty, a referral is only made with the knowledge and hopefully the agreement of the student.

10. Referrals

Student Support Team Meetings

Current Student Support Team Meetings:

The student support team meetings are broken down into Junior and Senior meetings. The meetings alternate weekly from junior to senior meetings. The team consists of the Yearhead and/or the Assistant Yearhead, the relevant Guidance Counsellor and Deputy Principal. The Principal attends regularly also. The minutes of each student support team meeting is taken and filed under the correct section in the AP2 files on SharePoint.

Students can be referred to the Student Support Team by classroom teachers, tutors or students can also refer themselves to their tutor/GC. These referrals go through the Yearhead who collates the list of students to discuss at each meeting. Where appropriate the concern will be raised at the student care team meetings. The team assesses the student risk and puts a follow up Student Support Plan in place or where necessary the DLP/DDLP will make a referral.

In House Referral System

- Referral Form must be filled out by any staff member with the concern about a student.
- A student can also refer themselves.
- Referral Form are accessed by both students and staff on the website, via a Microsoft Form. This is then emailed to the Guidance Dept. using the central guidance@cpsetanta.ie email address.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- The Guidance Dept. will then decide who will follow up on each case and devise a Student Support Plan and where appropriate and share with the necessary stakeholders involved.
- Guidance counsellor to attend Student Support Team Meeting to review/update the team about the pastoral care needs of the students.
- System to be reviewed on an ongoing basis.

CareBear

Coláiste Pobail Setanta use a Care Bear system. This means that if a tutor, Yearhead, Deputy Principal, Principal or Guidance Counsellor feel that a student might need to be treated sensitively by their teachers they are put on the Care Bear list.

When a student is identified as a care bear, it is that they are experiencing/going through something that means we must be a little more mindful in our interactions with them. The reasons can vary from bullying to bereavement to suicide ideation to dealing with complex trauma etc. It is very important that everyone is on the same page around this.

The following protocols are in place;

- The subject teachers, SNA and care team of the student will be emailed on a need-to-know basis around the student becoming a care bear. This will be sent from either a Guidance Counsellor, Year Head, Deputy or Principal.
- Once a student has become a care bear this will be flagged on vsware. A student alert will be attached to the student's name and will appear as a small red circled i. If you click on this, a pop-up message will appear stating that the student is a care bear and a short explanation where necessary and appropriate. This begins today and we will back date where we can.
- This alert will be present on roll calls and on all information in relation to the student.
- It is imperative that this information is kept confidential- Please make sure that this information is not brought to the student's attention in any way. Furthermore, please be mindful of sharing the vsware screen on the board.

We hope that this addition step of student alerts will mean that teachers and those supervising classes will have a reminder when they take the roll. We hope that this will in turn aid our communication as a Dept. around who is and is not a care bear. The student alerts are time bound so when the student is no longer a care bear the student alert will be removed from their account.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Seomra Solais

As a Dept. we very much welcome the new Seomra Solais. This is a new addition to our Whole School Guidance Plan. This is a room down by our offices which is designated to be a safe space for students, who for one reason or another, need a space outside of the classroom to recognise their emotional needs and how to handle them safely.

The following protocols are in place around the use of this room;

- If you feel like a student would benefit from the use of this space, please let the Year head and DP of the group know and they will bring it up at the relevant Student Support Meeting for review.
- A pass to this room is given by the Guidance Counsellors only so that we can keep our records up to date.
- This is not a space for movement breaks. The movement break room is the small room beside r.220
- A student can only use this room if a GC or YH or DP is aware of it.
- Where possible, we will update the students Vsware attendance tab.
- If a student says they were accessing the room, and you have a concern around this please let us know.

Student Appointments

Meetings with students on a one to one falls into three categories:

- Those of a purely guidance nature e.g. career guidance, study skills
- Those that initially present as guidance but develop into counselling
- Those of a purely counselling nature

There is no problem to-date with staff allowing students to see the guidance counsellor. Students are advised and encouraged to inform the teacher they are attending the guidance counsellor in advance and to produce their permission slip/email. Alternatively, the Guidance Counsellor will ask for permission from the class teacher and personally get the student if required.

6th year students have careers classes once a week. They are given all the information and advice required to help them in preparation for life after school. They are advised on CAO, Apprenticeships,



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

PLC courses etc. They are also met individually during this time. 6th year students can also ask for individual appointments if they need further assistance.

TY students have careers classes once a week. They are provided with all the information needed in relation to subject choices in January. Again, if individual appointments are needed they can arrange a time with the Guidance Counsellor.

Students that attend the Guidance office for an appointment may attend for various reasons such as, subject choice, personal counselling, crisis counselling, behavioural counselling, re-tracking, Rainbows, interview preparation, CV preparation, CAO, UCAS, further education applications, study techniques, mock interviews, aptitude testing, SATS, Apprenticeships, grant information, HEAR and DARE schemes.

In the event the guidance counsellor cannot attend an appointment, the student will be notified and another appointment will be issued.

Students that abuse the appointment system by falsely stating that they are with the Guidance Counsellor will be issued with a report note. If the guidance counsellor deems it necessary parental contact will be made.

Confidentiality

The general principle and cornerstone of the counselling relationship is based on confidentiality which includes confidentiality relating to information disclosed and case records. However, there is no law of confidentiality which would command silence when the welfare of the child is concerned. (Child Care Act, 1991)

Confidentiality statement made to students:

On first meeting with a student one to one, the condition attached to confidentiality is made clear by speaking with the student, reassuring them that the guidance team wish to help them in any way possible so that what they generally tell you will be confidential. However, it is explained that if the student discloses anything that indicates that they are in danger or someone else is in danger, that this cannot be kept confidential, and it will have to be passed on to someone who can take steps to deal with it (DLP). They will be informed beforehand if it is necessary to do this and to whom the information will be given. Only certain people, e. g. parents/ the school Principal may need to know. If a counselling



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

issue arises during a careers meeting with the Guidance Counsellor, then the Guidance Counsellor will, if the need arises, seek parental permission for counselling.

Crisis situations and critical incidents:

In school, students may sometimes present with crises that demand immediate attention. In such circumstances the emotional state of the student is attended to in the most appropriate manner possible. The duty of care to the student is first and foremost. Referrals may then be made to outside support services as necessary. Further information regarding this is detailed in the Critical Incidents Policy.

Parent / Guardians Appointments:

Parents / Guardians are advised to make an appointment with the guidance counsellor only in order to guarantee an appointment at an appropriate time and furthermore to allow adequate time for an educational profile of their student to be compiled.

The Guidance Counsellors are most willing to meet parents or guardians on an individual basis. The Guidance Counsellors are very grateful to the administrative staff who field calls. Appointments are usually conducted during school hours but may in certain circumstances be arranged after school. All parties are requested to inform each other if a cancellation proves necessary. On occasion the Guidance Counsellor may request that another member of staff be present at a particular meeting e.g. Year Head, subject teacher and/or management. The student may if required be invited in for part or whole of the meeting with approval of the Parents/Guardians. This affords the students responsibility, ownership, accountability and inclusion in the meeting outcomes. Notes of all meetings shall be kept by the Guidance Counsellor.

Consultation with Parents/Guardians

Parents are welcome to visit the Guidance Counsellor to afford them the opportunity to discuss their son/daughter's aptitudes, abilities and interests, in educational and occupational planning as well as issues of personal concern if so desired. The aim of the school guidance service is to support parents in their endeavours to help their sons/daughters with their personal and social development and school progress.

1. The Guidance Counsellor is available to meet with parents at the regular parent/teacher meetings for all year groups. If parents/guardians are unable to see the Guidance Counsellor during these meetings, they are invited to make an appointment for another time.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

2. Parents/Guardians are welcome to ring the school at any time to make an appointment to meet with the Guidance Counsellor. A request for a meeting will be acknowledged and will be arranged for the soonest available time.

3. In certain circumstances the Guidance Counsellor may need to contact the parent(s)/guardians in order to request a meeting with them. Contact is made with the parent/guardian directly by phone to arrange a mutually convenient time for the meeting. If appropriate, the parents (s)/guardians are informed over the phone of the reason for the meeting.

***A full list of outside agency supports both locally and nationally has been designed and is available for all parents (Appendix 1)**

Annual presentations made to Parents/Guardians:

- **Parents of incoming first year students**

Part of the induction programme for first years will involve a presentation to parents as an introduction to the services of the Guidance and Counselling department. Parents are welcome to visit the school and by appointment may consult with the Guidance Counsellor before their son/daughter comes to the school.

- **Parents of third year and TY students**

A presentation on senior cycle choices/ subject choice is made annually by the Guidance Counsellors to parents' of third years and TY students. On the same evening presentations are made by the Year Head, the Transition Year Co-ordinator, and the LCVP Co-ordinator. Parents are encouraged to ask questions at the end of the presentation and /or to consult with the staff after the meeting.

- **Parents of Transition Year/ LCA**

An induction night for parents of TY & LCA students is normally held in September. This explains the TY programme and what is on offer to TY students along with the Leaving Certificate Applied programme.

- **Parents of sixth year students**

A CAO information night is held for parents/guardians of 6th year students. A detailed power-point presentation is issued by the guidance counsellor, year head and deputy principal/principal. The presentation issued by the guidance counsellors explains



Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

- The Points System
- CAO Applications & Deadlines
- Restricted courses
- Further Education Colleges
- Apprenticeships,
- The world of work
- National drop out rate in 3rd level
- HEAR, DARE,
- Study skills,
- Grants
- Student Accommodation
- UCAS.

The following websites are also explained to parents/guardians in the guidance counsellors presentation;

www.cao.ie

www.careersportal.ie

www.qualifax.ie

www.ucas.co.uk

www.generationapprectice.ie

Contact with the Parents Association

Regular contact is made with the Parents Association an information night is being organised between the Guidance Counsellor and the Parents council for all parents/guardians of the school to promote positive mental health.

Outside Agency Referrals

Referrals will be made to the Designated Liaison Person (DLP) in the school according to policies and procedures set out by the school and in alliance with the Education Act and Children's First Guidelines. The DLP can refer cases to the Tulsa and any other agencies or personnel that need to be involved. This policy acknowledges that Guidance is a whole school issue and as such it is the responsibility of all staff of the school to adhere to the Child Protection Guidelines and report their concerns about a child to the Designated Liaison Person, in our case the school Principal or in the event of his absence the Deputy Principal(s).

This includes two types of activity:



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

1. Referral of an individual student to the Guidance Counsellor by Principal, Deputy Principal, Year Heads, Tutors, subject teachers, parents, Board of Management.

2. Referral of an individual student by the Guidance Counsellor/DLP to other professionals outside of the school e. g. PSS Psychological Support Services, Health professionals, Youth Reach or other appropriate agencies.

The voluntary participation in counselling of the referred student must be respected by all concerned. Where the young person's problem is such that the Guidance Counsellor judges her own expertise to be such that she is no longer unlikely to be able to provide the student with the structure, and protection usually associated with the amelioration of, or recovery from, a particular condition, then the Guidance Counsellor will refer the student to a more specialised service, where such is available, and will monitor progress of such a referral.

When the student and /or their parents accept referral the Guidance Counsellor continues to exercise their **duty of care** to the student until contact is established between the client and the other practitioner. Where the client refuses referral, the implications of such refusal will be pointed out to her i.e. that the professional relationship with the current practitioner is being ended, and that the parents/guardians will be informed of such.

Consultation with colleagues

In the case of a referral to Tulsa, it is sometimes necessary to engage in consultation with colleagues in order to find out further information. In this case confidentiality is paramount and the guidelines for confidentiality already outlined apply.

Links with Staff/Outside Agencies

Staff members liaise with the guidance counsellor on a regular basis to ensure cross curricular guidance and to ensure 'appropriate' guidance is delivered to all students on a personal social and academic level.

- School management
- Year heads
- Class tutors
- Teaching staff
- Transition year co-ordinator



Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

- LCVP co-ordinator
- Student Support team
- SPHE & RE teachers
- TY Work Experience Co-ordinator
- LCVP Teachers

The listed outside agencies liaise with school management, guidance counsellor and staff at Coláiste Pobail Setanta

- Psychological Support Service
- Túlá
- Social workers
- Employers
- College admission officers
- Solas
- Fáilte Ireland
- Colleges of Further Education
- Defense forces
- Barnardos
- General Practitioners
- Medical Consultants
- An Garda Síochána
- Colleges and Universities
- Colleges of Further Education
- Sports Scholarship Personnel
- Academic Scholarship Personnel
- CAMH's
- Jigsaw
- Fóroige

***a full list of available outside agency support, contact person and details is available from the Guidance Department. (See Appendix 1)**

11. Assessments



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

The SEN Dept. and the Guidance Counsellor carry out a range of tests on students in Coláiste Pobail Setanta. There is a Register of Learners landing page on SharePoint shared with all staff that outlines the procedures that school takes with regards assessments.

Incoming First years are assessed at an allocated time during their 1st Year. The results of the assessments give an indication if students in first year need assistance. The SEN Dept. and Guidance Dept. monitor and evaluate the 1st year results and make comparisons with the scores from primary school. Students identified at risk will be highlighted and supports are put in place. Parents of students that need extra support and are on the support for few are contacted by the Guidance Counsellor to go through results and how best to support these students is discussed. Supports are put in place.

Third years

CAT4 tests are reviewed to determine their aptitude in different areas and to assist them with subject choice. Teachers are also encouraged to recommend students they think might need to be tested.

RACE applications are made by the learning support team to assist students in their state examinations in June. Necessary updates are passed on to the Guidance Counsellor. Students are tested in 3rd year for RACE applications and to ensure that students in need of academic support are highlighted.

Students with difficulties work in close alliance with the SEN Dept. and school management in order to receive concessions such as a special centre, reader or scribe in the Junior Cycle State Examinations. Students in 3rd Year not allocated learning support time but showing signs of difficulty are assessed again.

5th Years

Students in 5th year continue with SEN support if they have been diagnosed with a learning difficulty. Students not allocated learning time but showing signs of difficulty are assessed once again.

6th years

Students' allocated SEN support continues with it for the duration of 6th year. Students not allocated learning support time but showing signs of difficulty are assessed once again. The guidance counsellor helps all students who are HEAR/DARE or exempt from Irish with the application process for the CAO. Students who have accommodations in the Leaving Certificate work closely with the SEN Dept.



12. Guidance Curriculum

The Coláiste Pobail Setanta Guidance plan outlines a continuum of support for the whole school guidance programme.

The Education Act (1998) that schools provide students with “access to appropriate guidance to assist them in their educational and career choices” (section 9c).

A continuum of support model, already being employed in schools to support students’ learning and development (NEPS, 2010) and mental health promotion (NEPS, 2013), can also be applied to the school guidance programme. In applying the continuum, the whole school guidance programme aims to meet the needs of students along a continuum, from a whole school approach to group and individualised approaches. The continuum model can be applied to guidance as follows:

Guidance For All – provided to all students to support personal & social, educational, and career development, and students making transitions (incoming first years, junior cycle to senior cycle and from senior cycle into college). The guidance counsellor as the specialist has a key role to play in coordinating the planning and delivery of the whole school guidance programme and in the provision of guidance to students. A whole school approach is employed in delivering the learning and teaching activities of the school guidance programme which include, career education programmes, SPHE and Wellbeing in Junior Cycle, careers classes and work experience/placement provided as part of senior cycle programmes (TYP, LCA and LCVP). The NEPS publication ‘*A Continuum of Support for Post-Primary Schools: Guidelines for Teachers*’ (2010) outlines whole school approaches that can be employed in relation to ‘*Support for All*’.

Guidance For Some – provided to specific groups of students to support personal & social, educational and career development and transition making. Such groups of students will typically include, for example, students in senior cycle, especially 6th year, who will benefit from group and one-to-one guidance counselling to support educational and career decision making, and students who are making transitions. Transition points include, primary school into first year of post-primary education, junior cycle to senior cycle, and school to higher/further education and training, apprenticeships and employment. Some students may require additional and more intensive support in making transitions. Group/one-to-one guidance counselling will require the expertise of specialist school staff, such as the guidance counsellor working in collaboration with the student support team, SPHE teacher, year heads, class tutors. The NEPS publication ‘*A Continuum of Support for Post-*



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Primary Schools: Guidelines for Teachers (2010) outlines a *Solution Oriented Framework* that can be employed in relation to 'School Support (for some)'.

Guidance For A Few – Students may require support in meeting their developmental needs and when they experience personal crises. Some students may also require more intensive support as they make and important decisions during their time in post-primary schools. This support will require the expertise of specialised school staff with the necessary knowledge, skills and competences to respond to the needs of these students and will involve the guidance counsellor, and other school staff who have been trained in meeting the needs of vulnerable students and those who may have additional needs. In the event that the student requires more intensive support, referral to external agencies and supports should be employed. In the event of a protracted referral the guidance counsellor/staff member may need to provide continued support to the student. The NEPS publication '*A Continuum of Support for Post-Primary Schools: Guidelines for Teachers*' (2010) outlines supports which can be provided to students with more complex or enduring needs under '*School Support Plus (for a Few)*'.

Guidance Curriculum in Coláiste Pobail Setanta

The Guidance curriculum may be divided into two components:

- Formal
- Informal.

Formal Guidance

The Formal Guidance curriculum is delivered using two forms of intervention employing a number of methodologies:

1. Individual contact of a personal counselling nature and careers/vocational guidance appointments with students.
2. Classroom guidance delivered in regular weekly classes or year group intervention as required.

Informal Guidance

The Informal Guidance programme consists of liaising with other teaching staff/management to actively promote cross curricular links and to enhance the development of a whole school policy in relation to the delivery of the Guidance Plan. Meetings and appointments with parents form an integral part of the Informal Guidance plan.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Method of Delivery of Guidance Programme

Formal Guidance classes (of one period per week) are timetabled with TY and sixth year classes, one period per week. TY classes is completed on a rota basis where the two TY classes are swapped mid way through the year. Guidance is also part of the LCA curriculum where a Guidance Counsellor teaches the Guidance Component of VPG. In Junior Cycle years the Guidance Counsellors may go into classes to introduce vocational guidance. Classes are also borrowed for various topics such as settling in in first year and subject choice for 3rd year students

Range and Variety of Resources

- Personnel
- Materials
- Facilities
- External

Personnel

Guidance Counsellors, Management, Year Heads, Subject Teachers, Class Tutors.

Materials

The 'Careers Corner' contains current Irish prospectuses as well as a range of careers related publications. Students are free to borrow anything from the display.

Information Technology

Use of internet and web-based research forms an important part of career investigation e.g.

Qualifax www.qualifax.ie

Career directions www.careerdirections.ie

Careers Portal www.careersportal.ie

Cao www.cao.ie

UCAS www.ucas.co.uk

Classroom Guidance www.classroomguidance.ie

Access College (HEAR & DARE) www.accesscollege.ie

Go Careers Interview Techniques www.gocareers.ie

Facilities

Guidance Office, Careers Corner, Device use, Notice boards, Vsware, Careers Portion of Newsletter.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

External

Open days, school careers fair, Career information sessions

Guest speakers / Past pupils/ HPAT training days etc.

Role of Guidance in Subject Choice

Subject Choice

Students and parents/guardians are provided with information and support when choosing subject in 1st year and in 5th year. Information sessions are held for 1st years, 3rd years and Transition year students and their parents/guardians. Guidance Counsellors also go into classes to deliver lessons on subject choice.

Junior Cycle

All students take these subjects and sit them in the Junior Certificate/Cycle examination.

- Gaeilge
- English
- Maths
- Science
- Modern Languages: French/Spanish/German
- History
- Geography
- Religious Education

Modern Languages:

If a sufficient number of students wished to study a second modern language, we would endeavour include it as one of our option subjects. These students would then choose the second modern language and only one other option subject from the list.



Core Non-Examination Subjects:

- PE (Physical Education)
- SPHE (Social, Personal and Health Education)
- Wellbeing

Junior Cycle Option Subjects:

Students choose two from the following list of option subjects.

- Art, Craft and Design
- Business Studies
- Home Economics
- Music
- Technology
- Applied Technology Wood
- Engineering Metalwork
- Technical Graphics
- Digital Media Literacy/Coding

Senior Cycle

Guidance Counsellors will talk to students about what level of study they wish choose next: Leaving Certificate Programme or Leaving Certificate Applied.

If choosing the Leaving Cert Programme 3rd Year and Transition Year students entering 5th year choose their leaving certificate subjects by rating their top subjects. All students must take a third language Spanish, French or German.

Parents/Guardians and students are issued a subject choice booklet and encouraged to discuss this at home. Students are given a presentation by guidance counsellor on career choice before Christmas to aid this.

Subject Choices Leaving Certificate Programme:

English (Core)

Irish (Core)



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Mathematics (Core)

Languages: French/Spanish/German

Options Choose Three:

- Biology
- Chemistry
- Physics
- Technical Graphics
- Design & Communications Graphics
- Engineering
- History
- Construction Studies
- Geography
- Technology
- Business
- Home Economics
- Religion
- Accounting
- Art
- Economics
- Music
- Computer Science
- PE
- Politics & Society
- LCVP

Subject Levels

If a student wishes to change level in a subject, for instance dropping from higher level to lower level, an approval form for subject change must be filled out. The subject teacher, guidance counsellor and school management all sign this form. All parties must be in agreement that it is in the best academic interest of the student to drop from higher to lower level. The student must also speak to the guidance counsellor in relation to different points that can be attained in higher and lower level and the entry requirements for college courses



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

in Ireland. If a student is permitted to move classes the main office must be notified as soon as possible so that the class roll can be altered on PPDOD.

13. College Awareness Week/Careers Fair/Open Day

Coláiste Pobail Setanta Open Day

All staff and members of the student council attend to help out with tours around the school. Demonstrations from subject departments are held in laboratories & classrooms. The Guidance Department are set up with an office for parents to attend and ask questions to the Guidance Counsellors.

College Awareness Week-

Each year the college designates a week in the school calendar where they promote college and alternative routes after secondary school. A teacher PowerPoint is shown to all pupils in tutorial whereby it shows the different careers, educational pathways and travelling that each teacher has done.

All year groups are encouraged to partake in the different activities throughout the week. The following activities took place this year. These vary each year and a sample of some of the activities is outlined below:

1st/2nd years: Imagining life +10 years and writing a letter/diary entry on college experience and job they have (Dare to Dream) in English class.

3rd years: Speed Careers - Mentoring from 6th year students in the canteen. Each 3rd year student completed a worksheet while interviewing a 6th year about subject choice and avenues one can take after school.

TY: Work experience reflection task in careers class. They were also involved in visiting classes to highlight the events of the week.

5th Year: Focus during SPHE on teacher slides and different pathways to the same job. Semester 1 reflection of results.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

6th Year: Focus during careers class on teacher slides and different pathway to the same job. Semester 1 results reflection and focus on where this places them next year. They also took part in the 3rd year mentoring programme.

Higher Options

More than 160 colleges, universities and institutes of further education from Ireland and across Europe are represented at Higher Options. The expo is an opportunity for students to speak directly with representatives of universities and third-level colleges and institutions that cater for all levels. Students can attend talks, speak directly with guidance counsellors, and seek advice from experts on third-level funding as well as representatives from all the main Irish universities and colleges.

14. 1.Student Supports

1st Years Tús Maith Programme

Tús Maith (Positive Start) Programme This is a programme Coláiste Pobail Setanta has developed with Mary Mother of Hope National School, St Benedict's & Scoil Grainne to create a continuum of learning and to help prepare students for the transition from primary to post primary school.

JANUARY Student Profile forms are sent to primary schools. Options Evening for parent(s)/guardian(s) is held in the college.

FEBRUARY Assessment Test and Options Information for students in Coláiste Pobail Setanta. Completed Options Form deadline for return to Coláiste Pobail Setanta. Contact with primary schools to prepare applications to the NCSE for supports for students with Special Educational Needs. Coláiste Pobail Setanta applies to the SENO for appropriate resources/supports for students with Special Educational Needs.

MARCH The first year year head and Learning Support co-ordinator visit primary schools to meet with the 6th class and Learning Support teachers to plan the transition for students coming to Coláiste Pobail Setanta.

APRIL Student Mentors start a series of workshops for 6th class students in the three named primary schools; Mary Mother of Hope National School, St Benedict's, Scoil Ghráinne. Primary school teachers visit Coláiste Pobail Setanta to sit in on lessons. Coláiste Pobail Setanta staff visit primary schools to sit in on 5th and 6th class lessons.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

MAY Coláiste Pobail Setanta writes to each student confirming their subject options and language choices. Students are invited to the Welcome Evening at the end of May when they meet the other students who will be in their tutor groups. Student Mentors organise Transition Workshops for the classes. Parents attend a presentation based on the Transition from Primary to post Primary school.

JUNE Individual visits to Coláiste Pobail Setanta for students with Special Educational Needs.

AUGUST The principal writes to each student with details of the start date in August, and an outline of their first induction day. Deployment of Student Microsoft devices.

SEPTEMBER Settling in activities for all first year classes designed by the Guidance Dept.

OCTOBER Informal tutor group Coffee Mornings for parents of new first years. 6th class teachers meet the first year tutors in Coláiste Pobail Setanta for the final handover meeting.

Homework Club

This year supervised Homework Club was held for First Years twice a week. One First Year tutor acted as supervisor every evening and two students from Transition Year monitored homework and helped the younger students with difficulties. This work was part of their Gaisce Award Programme and provided them with the opportunity to build on their leaderships skills. It also gave confidence to the older students, especially those less able academically. For the First Years, it allowed them to develop good study habits from the beginning of post primary school and provided a quiet environment where they could get help if needed with their work. The TY students also were positive role models for the First Year students as they gave time to and helped with homework assignments.

Student Council

The student council at Coláiste Pobail Setanta have played a pivotal roll in our college since opening in 2008. each year the council has gone from strength to strength and involved itself in numerous events/activities and policy making decisions that make Coláiste Pobail Setanta the college it is today. we have been involved in editing and drafting our learning code and other policies, the college uniform, pe uniform, crest, mission statement and so on. we have worked closely with our teachers, the BOM and the parents association to bring about meaningful change and improve our college for the benefit of all students.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Our student council consists of two elected representatives from each class (1 male and 1 female). Within the council additional postholders also take responsibility for the roles of chairperson, treasurer, secretary, pr officers and so on. the students council has a constitution and all meetings are minuted. all students council representatives have in service training around the duties attached to their role but also encompassing leadership, communication and listening skills.

The members of the student council help with preparation of meitheal week and various activities run by the guidance department throughout the year.

Senior Prefects

Prefects are appointed only for our senior years. Their selection by management and staff is a reflection of the maturity, responsibility, co-operation and work ethic which these students have displayed during their junior years. It is also recognition of the potential for leadership. Appointments are normally for the duration of the senior cycle. Prefects are ambassadors for the school. Their function is to represent the student cohort at both in school and out of school functions.

A Senior Prefect is expected to give good example in class and around the school with regard to school rules, behaviour, punctuality, uniform, etc. They are asked to be alert for vulnerable students and potential difficulties; to notify the principal of any breakages or damage to school property etc

Each Prefect is assigned to a specific year group. The Prefect develops a relationship with the class and acts as liaison between the Year Head and class, e.g. encouraging class participation in school events.

Student Mentors

This team of students has the responsibility of helping first year students settle into the college. They each take responsibility for a small number of students in one tutor group. They will be present at tutorial with them and support them settling in over the first few months. They meet with them every day for the first half term, and go on the first year hike with the group as part of developing the mentor/student relationship. They are available to answer questions and advise the first year students, and they also monitor student interactions and alert staff in case of any concerns.

Meitheal Week/Positive Mental Health /Wellbeing Week

Each year the college runs a Meitheal week. This week promotes positive mental health within the school and at home. A number of events/activities/guest speakers, poster competition/



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

meditations/yoga are all part of this week. We highlight the importance of being kind and run an CPSetanta hero initiative where staff and students can nominate someone who is an everyday hero. The new wellbeing indicators are implemented during this week. A sample of some of the activities are highlighted below

Being Active: 5k walk on the Friday.

Responsible: Members of the student council are asked to take responsibility for the week. Students are encouraged to be responsible for their own mental health and take action on how to help improve it.

Connected: Students will be asked to drop everything and catch up with their friends during class. They are also encouraged to connect with family members.

Resilient: Students are encouraged to reflect on academic performance and put steps in place to improve them.

Respected: Positive relationships between staff and students are encouraged during this week but throughout the school year.

Aware: Students are encouraged to be aware of their own mental health and others around them and that it is on a scale and this scale is movable.

There has been a number of different speakers from the following agencies over the past few years:

- Donal Walsh Parents LiveLife foundation
- Childline
- An Garda Síochána
- ISPCC
- Walk in your Shoes
- Jigsaw
- National Prevention of Suicide
- Pieta House
- Bernardoes
- BeWise
- Pieta House

Stand Up Awareness Week- Formally LGBTQ+Week

Each year the college runs 'Stand Up Awareness' week which promotes education and awareness for the LGBTQ+ community. It is a nationally run week. Each class are given a tailored class delivered by members of the staff who are part of the LGBTQ committee which is facilitated by the Guidance Department. The group of teachers deliver a class to students. Participation by all members of the



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

class is encouraged but if students have permission not to engage they can sit out from the class.

There are various activities throughout the week including a poster competition and guest speakers.

There are lessons for each year group. The LGBTQ+ flag is up all year round but is raised during this week.

Guest Speakers

The Guidance Counsellor will contact and arrange visiting speakers. Career talks are particularly useful for senior pupils. Discussion and evaluation are very important. Guest Speakers will be organised during, careers classes so academic classes are not disturbed. All students will be informed of the guest speaker dates. During College Awareness week there are talks from all universities. When speakers have been arranged and a date set, the Guidance Counsellor will inform students.

Early School Leavers:

In Coláiste Pobail Setanta there is a rarely a student that requests to leave school prior to sitting their leaving certificate. If a student wishes to leave school the student and their parents/guardians must speak with the Guidance Counsellor, Year Head and school Principal about their decision. If the Principal is satisfied that the student is completing their education in another school or is seeking employment or entering alternative education, then the decision may be granted if the students' parents/guardians are also in full support of the decision. The Educational Welfare Officer is contacted by the Principal.

Why Try

The 'Why Try?' programme teaches students critical social and emotional skills required for success in school and life after school. It is a form of group counselling. Students are identified by the Year Head/ Tutor who would benefit from this. Currently it is run with 2nd and 3rd year students. The programme also provides the students with strategies and tools to help change patterns of failure and indifference. It has proven to be highly effective at impacting negative student behaviour. Important life skills taught through the programme include the following:

- Basic problem solving
- Anger management
- Dealing with peer pressure
- Living by a safe society's laws
- Building a support system
- Visualising future goals



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Friends for Life

The 'FRIENDS for Life' programme is a school-based positive mental health programme. The World Health Organisation cites 'FRIENDS for Life' as the only evidence-based programme effective at all levels of intervention for anxiety in children (WHO 2004). The programme helps students to develop effective strategies to deal with worry, stress and change and teaches the skills required to reduce anxiety and promote resilience. It is beneficial for all students, irrespective of their anxiety level. Teachers can run the programme as a whole school anxiety prevention programme, as a whole class or small group intervention or with an individual student. This is run with students in Junior Cycle and Senior Cycle. The students have been identified by consultation with tutors, yearhead and guidance counsellors.

“Amazing Brains” Study Skills Workshops

All year groups receive a study skills workshop by Amazing Brains. By implementing 5 Steps to Exam Success usually stressful exam scenarios can become very rewarding and even enjoyable for all year groups. By the end of the seminar, it is the aim that all students will have adopted the skills, competencies and mindset required for exam success.

Objectives:

- Assess their mindset and how they currently approach tasks
- Address the impact of their ability beliefs on behaviour
- Develop personalised study strategies and critically evaluate outdated notions around learning styles
- Optimise their energy levels by investigating and applying strategies to generate and harness energy
- Apply robust, well established time management techniques
- Devise an exam countdown planner
- Psychologically prepare for exam time
- Address all fears and concerns relating to exams



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

College Taster Days

In conjunction with third level colleges students are picked in 5th year/TY to attend a day at a college to experience what different courses will be like and to give them an insight into third level education.

VPG Careers Module- Leaving Cert Applied

Leaving Cert Applied students participate in a work experience module one day a week and are delivered the Vocational Preparation and Guidance module as part of their programme. Particular attention is given to preparation for leaving school, the world of work and future options. Updated schemes can be found in the Guidance Dept. Folder.



Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

Guidance Activities

Summary of all Activities:

Activity	6th Yr	5th Yr	TY	3 rd Yr	2 nd Yr	1 st Yr
One-to-one Counselling Appointments (Vocational, Educational, Personal)	√	√	√	√	√	√
Study Skills through SPHE or Careers classes and Amazing Brians	√	√	√	√	√	√
CAO Applications	√					
PLC Applications	√					
UCAS Applications (as requested)	√	√				
Introduction to the Guidance Counselling Service	√	√	√	√	√	√
Subject Selection			√	√		√
Psychometric Testing	√(as required)	√(as required)	√(as required)	√	√(as required)	√
Time Management and Organisational Skills (on referral)	√	√	√	√	√	√
Exploration of Career Areas	√	√	√	√	√	√
Subject Levels and Motivation	√	√	√	√	√	√
Subject Choice			√	√		√
Information Evenings for Students and Parents	√		√	√		√
Guest Speakers	√	√	√	√	√	√
Careers Fair	√	√	√	√	√	√
Meitheal Week	√	√	√	√	√	√
LGBTQ Week	√	√	√	√	√	√
Care Bear	√	√	√	√	√	√
Erasmus +	√	√	√	√	√	√
Work Experience		√	√			
Restorative Practice	√	√	√	√	√	√
Why Try				√	√	
Friends for Life	√	√	√	√	√	√
Mind Out				√	√	√
3 rd Level Taster Days		√	√			



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Cross curricular links to Guidance Related Activities

This is a working document that evolves throughout the year

LGBTQ+	LGBTQ+ Club every Thursday
Polish	Polish Club, Library Community
Maths	Sport maths club mentors
Support	Student Support Team Meetings, SEN Link Meetings, Timetabling of SET, Student Support Files, Timetabling of SNA's to ensure the students with the greatest level of need receive the greatest level of support, Meetings with students/ parents around behaviour/ progress, developing an attendance strategy, with AYHs.
Extra-Curricular	Gaelic Football, Hurling, GAA, Basketball, Badminton, Chess, Volleyball, Debating, BookClub, Dragons and Dungeons
Maths	Maths support club takes place every Monday for the duration of lunch, students can bring their maths problems and get help while also having lunch with their friends.
Croí-	Living in a Community-Anti-bullying elements, Trips within the Community, Teacher Pongé Throwing Fundraiser for a trip within the community. Mentor Programme. Homework Club. Bake sale fundraiser with Rang Aodh for LCVP for Irish Cancer Society.
Diversity IT	Multicultural Food Hall; Multicultural Fashion Show; Black History Week; Yellow Flag renewal this year - Multicultural week / food market. Celebrating diversity / inclusive school
IT	Safer Internet Day
History	5 th year History Trip to Dublin City Libraries
Mentoring- all staff	Mentoring 6 th years.
Prefects	Clubs run for 1 st years at lunch time. Second Year Breakfast club and Study support with Third Years. Also prep for meditation / prayer room by Prefects and Ethos teacher.. Student Council.
Home Economics	Bodywhys workshop, In Home Economics we learn about Eating disorders
LCA & LCVP	LCA and LCVP work Experience, LCA and Croi visit to Foroige, Maslow Hierarchy of needs,



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

	Draocht initiatives, Action plans -LCVP and LCA- Tasks, Croi Fundraising events, Anti-bullying in HAS acts Food Appeal Preparation for the world of work - 'enterprise action plan'. Two fundraising activities to be completed this academic year. These include a 'Winter Sports Day' and 'Pie Your Teacher' event
First Aid	When first aid is administered in the front office, there is a conversation to reassure students from the first aider and front office staff. Digital Leaders reassure 1st years on device issues, Prefects work with younger students,
International Womens Day	International Women's Day, Gender Equality Committee
Student Council	Promoting Student Voice, Various fundraisers

Junior Cycle Guidance-Related Learning

School Context

Guidance-related learning is delivered as part of the Junior Cycle Wellbeing Programme (400 hours) in accordance with:

- Department of Education
- National Council for Curriculum and Assessment
- National Centre for Guidance in Education
- Junior Cycle Framework (2015)
- Wellbeing Policy Statement and Framework for Practice (2018–2025)

Guidance provision supports students' **personal, educational and career development** through a whole-school approach.

Programme Aims

The Junior Cycle Guidance programme aims to:

- Support transition from primary to post-primary school
- Develop self-awareness, resilience and wellbeing
- Build career management skills
- Support informed subject and pathway choices
- Promote inclusion and positive mental health
- Encourage help-seeking behaviours



Delivery Model

Guidance-related learning is delivered through:

- Timetabled Guidance classes (where applicable)
- SPHE and cross-curricular integration
- Tutor and Year Head systems
- Whole-school wellbeing initiatives
- Targeted small-group interventions
- One-to-one guidance meetings (as appropriate)
- Parent information sessions

The programme is coordinated by the Guidance Counsellor in collaboration with the Wellbeing team.

Programme Overview by Year Group

First Year

Focus: Transition and belonging

- Induction programme
- Study skills and organisation
- Anti-bullying and friendship building
- Introduction to strengths, skills and interests
- Digital wellbeing

Second Year

Focus: Self-development and exploration

- Career interests and values exploration
- Labour market awareness (age appropriate)
- Decision-making skills
- Personal goal setting
- Wellbeing and coping strategies

Third Year

Focus: Progression and informed choice

- Subject choice support
- Senior Cycle pathway awareness including:
 - Transition Year
 - Leaving Certificate Established



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Leaving Certificate Vocational Programme
- Leaving Certificate Applied
- Career research skills
- Exam preparation and stress management
- Parent information evening

Individual guidance meetings are provided where required.

Targeted Supports

Additional supports are available for:

- Students with SEN
- Students at risk of early school leaving
- Students experiencing social, emotional or behavioural difficulties
- EAL learners

The school liaises with relevant internal and external supports as appropriate.



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Semester 1

- Appointments with previous Sixth year students/ parents as necessary during offers and results
- Orientation Programme for first year students and outline of guidance and counselling service. Settling In programme
- Presentation to first year parents on Induction evening relating to Guidance and Counselling service
- Support for fifth year students in relation to Junior Cert results/ subject choice etc.
- Meetings with care teams
- Personal counselling appointments
- Appointments with parents as necessary
- Organise Careers Notice board, library etc
- UCAS system explained, examples of UKCAT and HPAT tests shown to students
- Completion of UCAS forms and references
- Careers Classes
- Meitheal Week
- Ongoing group therapy sessions i.e , Why Try, Friends for Life etc...

Semester 2

- Open night for parents outlining CAO options and system in full, practical workshop for students
- College Awareness Week
- CAO appointments with sixth year students
- Meetings with DARE and HEAR candidates
- Meetings with care team
- Information Evening for Third year parents re: Options after Junior Cert, TY, Leaving Cert, Leaving Cert Applied
- Meetings with parents as necessary re subject choice and senior cycle options
- All 6th years receive an appointment for CAO, PLC, Apprenticeship etc.
- Ongoing group therapy sessions i.e Why Try, Friends for Life etc...



Semester 3

- PLC applications
- Interview skills
- Leaving Certs: how to prepare for college life, budgeting etc
- Information evening for parents regarding managing stress for their children.
- Ongoing group therapy sessions i.e Why Try, Friends for Life etc...
- Personal Counselling
- Careers Classes

School Guidance Planning/ Evaluating

The Guidance and Counselling Plan will be a process (rather than a completed product).

It will be a document that is *alive* and remains open to *change* and will therefore *be under permanent review*.

Why Evaluation in School Guidance Planning?

Evaluation:

- Measures the progress of a guidance project/action plan
- Examines the impact of a guidance project or action plan
- Identifies areas of success or areas that require further attention
- Keeps the focus on ongoing guidance planning
- Prevents a guidance plan from sitting untouched on a shelf
- Helps to keep guidance planning to the forefront of planning in a school.

Undertaking an Evaluation of School Guidance Planning

Steps:

- Decide what needs to be evaluated
- Collect the data
- Collate, analyse, and interpret data
- Present the findings
- Reflect on the report
- Follow through



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

15. Appendices

Appendix 1



List of Support Services

Jigsaw – Jigsaw Dublin City is a free and confidential service supporting the mental health and well-being of people aged 12 – 25, Blanchardstown

Contact Person: Aoife Clerkin (01)-8905810 www.jigsaw.ie

Pieta House- one-to one counselling for young people at risk of self harm or suicide.

Contact Person: Avril Mansouri (01)-6010000 www.pieta.ie

Barnardo's- work with vulnerable children and their families.

Contact person: ann.coyle@barnardos.ie (01)- 826 2434 22 Corduff Park, Blackcourt Road, Dublin 15 www.barnardos.ie

Foroige: operates a comprehensive range of youth work throughout the community of Ongar and Clonee. Phibblestown Community Centre

Contact Email, bys@foroige.ie Phone, 018212012

D. Doc: Out of hours mobile GP Service. Contact 1850224477

Samaritans: Confidential phone counselling service. Contact 116123

Connolly Hospital: 01 6465000

Temple Street Hospital, Childrens Hospital: Contact 01 8784200

Blakestown and Mountview Youth Initiative: a community project dedicated to the holistic support of young people: Contact 01 8210055. Youth@bmyi.ie

CAMHS: Child and Adolescent Mental Health Service: Referred through family G.P. Health professional 0766956700

Social Work Services: (www.Tusla.ie) 01 771 8500

NEPS: National Educational Psychological Services: (WWW.education.ie) 01 8896400

Teen Counselling (Cross Care): www.crosscare.ie 01 8360011



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

Teen Between (support for children of separated parents): www.teenbetween.ie

HADD (ADHD Support Network): www.Hadd.ie 01 874 8349

Garda Youth Diversion Programme: www.garda.ie 01 666 7000

NBSS: National Behaviour Support Service: Supporting children and schools with programmes which address behaviour for learning:

www.nbss.ie 046 909 3355

Family Mediation Service: www.legalaidboard.ie 01 646 9600

Barnardos Family Resource Centres: www.bardardos.ie

01 453 0355

Centre for Talented Youth Ireland, CTYI. Supported gifted and talented children: www.duc.ie/ctyi/ 01 700 5000

Teen Parents Support Programme: www.tpsp.ie 01 6700167

MENTAL HEALTH SUPPORTS

Pieta House: Support services for people who have suicide ideation or who participate in self-Harming 061 484 444

Cross Care/Teen Counselling: www.crosscare.ie 01 836 7166

AWARE: Provides support and information for those who experience depression, anxiety or mood disorder: www.aware.ie 01 661 7211

St. Patrick's Mental Health Services: The support & information service is a free & confidential telephone and email service staffed by experienced mental health nurses. info@stpatsmail.com

www.stpatricks.ie/contact-details : 01 249 3333

Genesis Psychotherapy & Family Therapy Services

Blackcourt Road, Corduff, Dublin (01) 820 2764 <http://www.genesistherapy.ie>

Foroige:



Coláiste Pobail Setanta

Meitheal (Support) Misneach(Courage) Bród (Pride)

The Youth Cafes for all young people runs on

Wednesday after school from 3.15 to 4.30 for 2nd years

Thursday after school from 3.15 to 4.30 for 1st Years

Friday 7-9pm for young people 15+

Teenage Health Groups where we do a 10 week programme with young people as the need arises

Health and Fitness Group on Wednesday 5-6.30 for 12-14 year olds,

There is a drop in for older teens 16+ in the music studio on Thursday evenings from 5-8pm

Youth Entrepreneurship group on Tuesday after school

There is a volunteer led Autism group on Tuesday from 6-7pm and a music club in the studio on Saturdays from 4-6pm.

The contact details are as follows

Email, bys@foroige.ie

Phone, 018212012

Guidance Department Folder contains further information on the following;

- Schemes of work 4th/6th Year Careers and 5th/6th Year LCA VPG



Coláiste Pobail Setanta

Meitheal (Support) Misneach (Courage) Bród (Pride)

- Subject Level Change of Form
- Meeting with School Guidance Counsellor Form
- Tusla and Foroige Referral Forms