



Educate
Together



GUIDANCE & COUNSELLING POLICY

ETSS WICKLOW

SCHOOL ADDRESS: THE GLEBE, WICKLOW TOWN

SCOPE OF POLICY:

This policy applies to students, parents/guardians, staff and the Board of Management.

RATIONALE

Guidance is a core element of this school's curriculum being developed in the school by providing available resources to assist students in their educational needs at their stage of the educational process.

OBJECTIVES

1. Deliver Guidance through class contact and one-to-one interviews;
2. Identify the needs of each specific year group and design an accessible, student-centred, inclusive and responsive programme that meets those needs;
3. Provide the following services: Counselling, assessment, information, advice, educational development programmes, personal and social development programmes and referral;
4. Consult with students, parents/guardians, staff, management
5. Network with relevant agencies

GUIDANCE INCLUDES ALL SUPPORT SERVICES WITHIN THE SCHOOL:

- Guidance Counsellor
- Special Needs Teachers
- Year Heads
- Class Tutors
- Subject Teachers

- Principal
- Deputy Principal
- Special Needs Assistants

Guidance provision is an integral part of all aspects of school life. All teachers and support staff have a role to play in the planning and delivery of the school's guidance plan.

All Guidance and Counselling should be in consultation with the lead person (at this point of the school's development, this person will be a delegated member of staff) who can organise appropriate records to be made available.

WHAT DO WE PROVIDE AT THE MOMENT?

- All students have access, on an individual basis, to Counselling
- Students may ask teachers to refer them for counselling time
- Students may also be referred by parents, other teachers, the Principal or Deputy Principal (in all cases, a referral form must be completed)
- CSPE, Ethical Education and SPHE programmes
- Student Support Plans
- Referral to other professional agencies when necessary, e.g. NEPS

FIRST-YEAR

- A staff team (Principal, Deputy Principal, teacher) meets families and students individually while in sixth class;
- A general meeting takes place in May to meet everyone together and to work on issues such as organising iPads
- Induction day for first years – information about the timetable and teachers, allocation of locker, discussion of important policies such as the Behaviour Code, the Anti-Bullying Policy and Health & Safety Rules
- Fun induction activities to help students get to know each other
- Assessment tests are organised for the first month of the year upon arrival at the school (CAT4 and NGRT)
- Adventure Day organised as a social event in September
- Tutor Time for fifteen minutes every morning to help with organisation and learning to cope with life at secondary school (emphasis on friendship skills, responsibilities, study skills, using the journal well, managing the stress of school life, how to deal with problems)
- Colour coded copies to help with organisation

SECOND-YEAR:

- Tutor Time for fifteen minutes every morning (emphasis on study skills and participating in school life)
- Individual appointments as necessary

THIRD-YEAR:

- Tutor Time for fifteen minutes every morning (emphasis on study skills and participating in school life)
- Applications for JC examinations
- Applications for RACE
- Transition Year Information Evening for Parents/Guardians
- Transition Year Information Session for Students
- Transition Year Application Process
- Individual appointments as necessary
- Identify any students leaving school after the Junior Cert. to take up apprenticeships, further training & provide support and information that can help them

FOURTH-YEAR:

- Work Experience Programme
- Overview of Third Level Options
- Subject Choices Evening (Information about LC and LCA)

FIFTH-YEAR

- One timetabled class period of Guidance per week
- Matching aptitudes and abilities to career choices,
- Preparation of CV's
- Interview preparation
- Aptitude tests
- CAO preparation
- Information about Post Leaving Certificate courses,
- Information about other work and training opportunities,

SIXTH-YEAR

- Individual appointments
- Career talks
- Organising attendance at Open Days and Exhibitions

CONCLUSION:

Guidance and Counselling are at the heart of our pastoral care at ETSS Wicklow. All staff members provide a caring and supportive role in the school where students can obtain advice and support about various issues.

Counselling time helps students explore their thoughts and provides care and support with individual personal circumstances and learning to cope with the many aspects of growing up and school life.

The board passed this policy in February 2022, and it will be reviewed every three years.