

2018/2019

Guidance Policy

St Kevin's Community College



Sorcha Crowley

SORCHA NI CHRUALAOICH, GUIDANCE COUNSELLOR

Who's involved?

Guidance Planning Team

Principal and Deputy Principal
Guidance Counsellor
Programme Co-ordinator

Student Support Team

Year Head / Tutor
SEN Team
Wellbeing Teachers
Programme Co-ordinators
Visiting Counsellors
Guidance Counsellor
Senior Management Team
Chaplain
Home School Liaison Office
School Completion Officer
Project Worker
NBSS Teacher

Guidance Teaching Team

Sorcha Ni Chruialaoich
Carol Carey (VPG- LCA)

Links with Outside Agencies

Name of Agency	Contact Person	Services Provided
Jigsaw Clondalkin	Derek Hanway	Short term intervention Referrals for mental health support Low level 6 week Programme Mental Health talks for students Talks for parents
I.S.P.C.C		Individual emotional support Mentoring programme Typically 6-10 weeks In home or school
Pieta House Ballyfermot Pieta House Lucan		Referrals for teenagers self-harming or suicidal ideation. Need parental consent Under 18 (6 week programme)
Rossecourt Training Centre		Training centre for school leavers 16-21 without full leaving cert
National Learning Network	Niall Comber Adam Taylor	Training Centre Level 3 & 4 courses Employment Skills Courses 18 months Mental Health Supports
Ronanstown Youth Service	John Clarke	Linking in with the youth service for specific students to

		engage them in activities in the community. Will visit families and has provided work experience
Yes Centre	Margaret Doyle	Youth Worker For early school leavers Provides Level 3 & 4 courses
Carline	Olivia Keaveney	Holistic care service and education programmes 13-17 year olds school refusers, can sit up to 7 subjects
South Dublin County Partnership	Sharon Murray	Education Support Worker 1:1 Life Coaching Support for students trying to access 3 rd level
Crisis Pregnancy Agency Here2help		RSE Education
C.A.H.M.S		Mental Health support for teens.
Clondalkin Drugs Task Force	Tara Deacy	Education around substance misuse Staff training on substance abuse
Crosscare	Susan Scott	Referrals for students who require long term counselling in local area. (parent involvement required)

Garda Síochana Ronanstown	Kevin Byrne Sgt.	T.A.G Programme Cyber Safety Garda Schools Programme Road Safety Talks Garda Youth Diversion Programme School Talks Career Days Parent Groups
St Patrick Mental Health Services	Imelda Mc Hugh	Mental Health Talks
TUSLA	Mary Mc Stay	Duty Social Worker Advice in relation to referrals or concerns and for Child Protection referrals
C.A.S.P Clondalkin Addiction Support Programme	Michelle Brien	Support families affected by drug use
Dóchas Child & Family Centre	David Stokes	Provide family support and 1:1 Parent Support and group work based on family need
Shout Out Trinity College	Bella Fitzpatrick	LGBT Workshops for TY

Attendance at Open Days

As part of the Careers programme in the school 6th year students are encouraged to attend Open Days that are organised by Third Level institutions. In order to minimise disruption to school life, students will be encouraged to attend Open Days that are organised at weekends.

A list of selected Open days is given to the students. In most cases students attend open days independently of the school. Students are encouraged to attend College Open days which occur on Friday afternoons and/or Saturdays. A group of 5th and 6th year students will be brought to NUI Maynooth Open Day as part of the CHEAP Programme.

Communication re. Open Days

Posters on notice board

Handout

Social Media

Popular Open Days

- ★ Maynooth
- ★ DCU
- ★ DIT
- ★ NCI
- ★ UCD
- ★ NCAD
- ★ TCD
- ★ ICFE
- ★ Ballyfermot College
- ★ Crumlin College

Other Career Events:

Higher Options

RDS each September. All 6th Year students attend.

Higher Options is an education expo for second level students. It provides a forum where second level students are helped in making decisions about their studies by meeting directly with representatives from universities, colleges and education institutions from Ireland, the UK, Europe and beyond. A ticket costs 10 Euro. All 6th Years depart from the school for the RDS together accompanied by the Guidance Counsellor and the Year Head (if available). The students can make their own way home once they have completed their research.

Education & Careers Fair

Tallaght Basketball Arena. All 6th Years attend

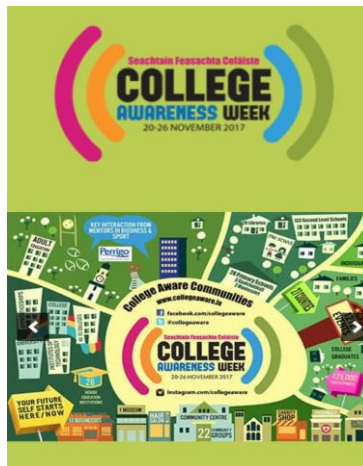
All of the major further and higher education providers are in attendance. It gives students the opportunity to meet with college personnel in order to get information about courses and college facilities that will help them to make choices about their future education options. The students get a bus organised by CHEAP accompanied by members of the Guidance Team and the students will return to school after the event if it is the morning or the students will make their own way home from the school if it is in the afternoon.

In-school Initiatives

College Awareness Week

A week is dedicated to college awareness each November to provide a concentrate focus on progression from St. Kevin's CC and the options available to students. CAW is a national voluntary campaign that celebrates the benefits of having a post-secondary plan, whether for further or higher education or an apprenticeship. CAW aims to support students to become 'college ready' and to encourage them to aspire to higher or further education and training. The activities during the week may include some of the following:

- Trip to Maynooth University CAW Enhanced Open Day
- Speed Careers with a range of different careers and college speakers available to speak with the students
- Various speakers to attend the college
- Various activities with the different year groups throughout the school e.g. designing ID cards, Dream Bubble, Prospectus/Course catalogue research, College vocabulary word searches.



Testing for Incoming 1st Years

Incoming first years will attend St Kevin's on an arranged day and complete the following tests:

Cat4

NGRT

Maths

Information Evening for TY Students & Parents

The Guidance Counsellor will present a Talk to TY students and their parents about their options for Leaving Certificate – LCA or Leaving Certificate Established. The Guidance Counsellor will also meet each student to discuss subject options, etc.

College/Career Talks

The Guidance Counsellor will arrange for various speakers from each college and career area to attend the school and speak to 6th year students.

Referrals

Class teachers → make referrals to Year Head, SEN Department, Management team.

Middle Management team → makes referrals to senior management team

Principal → liaises directly with visiting counsellors and Guidance Counsellor to brief and debrief

Principal and visiting counsellors → make referrals to agencies e.g. TUSLA, Mater Camhs, Pieta House, Crosscare.

Counselling and Student Appointment Policy

General

Students make appointments with the Guidance Counsellor for a variety of reasons:

- Careers
- Information
- Personal reasons

Each student is entitled to “appropriate guidance” under the Education Act 1998.

The number of appointments that a student will receive will vary as it will depend on the needs of each individual student.

Career Appointments

Priority for appointments is given to 6th Year students. Appointments for other years are dependent on time availability.

The appointment will include discussions around:

- Career Values/Interests
- Options Available
- Study /CAO/ PLC

Arranging Appointments

Career appointments will be given based on your base class and these appointments will be posted on the noticeboard. Students need to check the times and a written appointment card will be given to each student. Changing timetabled slots is allowed in exceptional circumstances and if adequate notification is given.

Written Permission

It is essential that when attending a Career or Information appointment each student brings her appointment card signed by the class teacher of the subject that they are missing.

Personal Counselling Appointments

Personal Counselling appointments may arise for a variety of reasons.

A student may be referred to the Guidance Counsellor by a teacher

A parent may ask for some intervention by the Guidance Counsellor

A student may approach the Guidance Counsellor directly and ask for an appointment.

The aim of Counselling is to empower students so that they can make decisions, solve problems, address behavioural issues, develop coping strategies and resolve difficulties they may be experiencing.

Reasons

Possible reasons for an appointment may include:

Personal problems

Family problem

Relationship problems

Coping skills

Motivation

Making choices

Transition to 3rd level education and the adult world.

Procedure

Personal counselling appointments are arranged as soon as possible

Appointments with visiting counsellors

Referrals to visiting counsellors are arranged through the principals.

Parental consent in writing is sought in advance of any student attending one of our visiting counsellors.

Confidentiality

Confidentiality is extremely important. It is important that The Guidance Counsellor takes all reasonable steps to ensure that consultation with students takes place in an appropriately private environment.

It is the duty of the Guidance Counsellor to inform each student about their legal limits on confidentiality.

The Guidance Counsellor will discuss information about students only for professional purposes, and only with those who need to be consulted.

The Guidance Counsellor will take all reasonable steps to safeguard the storage, retrieval and disposal of students' records, both written and electronic.

A file is opened on any student that attends the Guidance Counsellor and notes are documented after each meeting.

How is information Communicated?

Prospectuses and other career information are channeled to Guidance Counsellor

Information that arrives by **email** e.g. from the IGC is disseminated by the Principal to the Guidance team.

A **Notice Board** is in place in the assembly area near the Guidance Office up to date information about careers

Text Messaging is used to communicate information to parents about Guidance events at the school

Social Media is used to engage with agencies and to share information about Open Days and student destinations.

Guidance Classes: Guidance classes and Vocational Preparation classes are used to share information.

The Guidance team provide useful **Information sheets** to students outlining key dates and events.

Students are directed to key websites to access information **online**.

Guidance Resources

- One large Office
- PC and printer
- Notice Boards
- Telephone
- DATS assessment books
- Career Fit Assessment Books
- Access to the computer room.
- CAT4 Testing

Guest Speakers

The school provides a range of motivational and informative talks for students to provide inspiration, guidance and support.

World of Work

SOLAS – Apprenticeship Talk
Insurance Apprenticeship Talk

Career

NUI Maynooth
TCD
UCD
DCU
DIT
Various Further Education Colleges

Social / Personal

Homelessness
ISPCC
Aware
Cycle Against Suicide

Information to Parents

Information Evenings are provided:

1st Year: Parent Teacher Meeting. Facilitated by Year Head, Principal and visiting speaker

2nd Year: Parent Teacher Meeting. Facilitated by Year Head, Principal and visiting speaker

3rd Year: Parent Teacher Meeting. Facilitated by Deputy Principal, 3rd Year Year Head

4th Year: Parent Teacher Meeting & Senior Cycle Meeting with Parents. Facilitated by Deputy Principal, Guidance Counsellor and TY Co-ordinator

5th Year: Parent Teacher Meeting. Facilitated by Deputy Principal, 5th Year Year Head

6th Year: Progress meeting and information regarding CAO. facilitated by Principal, 6th Year Year Head, Guidance team.

Information leaflets

Key dates in 6th Year

Options booklet

Theme Weeks

Friendship Week - focusing on anti bullying, connectedness, wellbeing.

Suicide Awareness Day – Cycle Against Suicide

Active Schools Week - awareness of the importance of physical wellbeing and healthy eating.

College Awareness Week - aims to inspire and inform *all* students about the importance of having a post-secondary education plan.

Mental Health Week - Mental Health awareness including a range of activities, speakers and information about support agencies.

Attendance Week – Focus on improving attendance for all years

Links to other Subjects and Programmes

SPHE

SPHE is a subject delivered to 1st, 2nd and 3rd years. They have one hour class per week in 1st, 2nd and 3rd year. SPHE, as part of the curriculum, supports the personal development, health and well-being of young people and helps them create and maintain supportive relationships.

Typical SPHE activities:

1st Year: Belonging and integrating
Coping with change
Self-Management
Emotional Health

2nd Year: Setting goals
Motivation
Study Skills

3rd Year: Setting goals
Study skills
Exam stress
Relaxation
Identify interests and talents
Career choices

Transition Year - Work Experience

Work Experience

Students find their own work placement and work experience takes place every Wednesday for the full academic year.

Inclusion

Special Educational Needs: Information about exemptions and EAL

Students who have been granted an exemption for Irish and/or a third language at second level may apply to NUI for a continuation of the exemption when applying for a college place.

Disability: DARE

The Disability Access Route to Education (DARE) is a third level alternative admissions scheme for school leavers whose disabilities have had a negative impact on their second level education. DARE offers reduced points places to school leavers who, as a result of having a disability, have experienced additional educational challenges in second level education.

Guidance Class- Fifth & Sixth Years; 1 class per week

Aims:

To develop students' self-evaluation and research skills so that:

- They can identify their learning styles and develop most effective study habits.
- They can identify their strengths and weaknesses, likes and dislikes and therefore ascertain their possible career options.
- They can set SMART goals for themselves and put in place a plan to achieve these.
- They can research College options and possible career paths.
- They learn how to apply for College places through CAO and how to apply for PLC courses directly.

Content:

- Preparation of students for College Fairs such as Higher Options.
- Identification of different Learning styles and how they can be used to optimise students' learning experience. Students will identify their own Learning style and suitable study skills.
- Identification of different characteristics required by various career options. Students will identify their own personality traits which may inform future career choices.
- Introducing National Framework of Qualifications, and learning how they can proceed from one level to the next.
- Learning about the new Points System and how it determines College course options.
- Learning about the CAO process, how to apply online.
- Learning about HEAR and DARE schemes.
- Learning about PLC application process.
- Introducing SUSI and demonstrating how students can apply.
- Important examination preparation and techniques.
- Managing stress.
- Individual college course and career investigations.

Methodologies:

Powerpoint and video presentations.

Class discussion.

Group work.

Individual research.

Guest Speakers

Open Days

