



Guidance & Counselling Policy

SCOPE

Whole School and Guidance Department

RELATIONSHIP TO SCHOOL'S MISSION/VISION/AIMS

The Guidance & Counselling Policy, as a formal structure, can be considered as part of the overall concern of the school for its students, keeping in mind at all times the Principal, Management, Staff, Students and Parents.

RATIONALE

The Education Act, 1998. Education (Welfare) Act 2000.

The policy incorporates the school vision, mission and aims. Guidance is a life-long process. Inclusivity is a priority. The main emphasis in the policy is determined by changes in society and student needs/priorities.

GOALS/OBJECTIVES

This policy is intended to:

- Assist students in making educational and occupational choices and to provide for their moral, spiritual, social and personal development.
- To equip students with the skills necessary to locate, identify and manage information.
- To create student awareness of their own needs, strengths and limitations.
- To enhance student knowledge of further education, training opportunities and career choices.
- To instil in students the importance of individual decision making.

POLICY CONTENT

The provisions of the policy and the school's approach to it must include:

- Qualified Personnel.
- Adequate time allocation and suitability of units of time to work with student groups and individuals.
- Provision of adequate resources to include use of computers in guidance, programmes, resource materials, texts and the maintenance of same.
- Awareness of the changing roles in society, stereotyping, perceived male/female occupations, religious beliefs, multi-cultural students, etc.
- Parental contact.
- Balanced subject choice based on the needs of the particular year group and college entry requirements and school resources.
- Awareness of the 'World of Work' via work experience and shadowing in conjunction with other subjects such as LCVP.
- Record keeping and information provision.
- Advance planning – attendance at career exhibitions/events, college open days, guest speakers visiting the school, etc.
- Liaison with out-of-school agencies including HSE, 3rd level colleges, HYLs service, Sligo County Council, speakers from Charitable organisations, National Educational Psychological Department (NEPS), Employers, Family Resource Centre, Sligo Rape Crisis Centre, Local Enterprise visits, Local community, IGC and other guidance Personnel.
- Use of Assessment (CAT/WRAT/WIATT Testing) and Career Interest Inventories.

- In-service for Guidance Team.

ROLES AND RESPONSIBILITIES

- Development of the policy took place in co-operation with the Principal, Deputy Principal, Board of Management, Year Heads, Guidance Team, Additional Needs team, Student Council and representatives of Subject Teachers and Parents.
- Implementation of the policy is the responsibility of the Guidance Counsellors in co-operation with Principal, Deputy Principal, Guidance Team, individual subject teachers and Board of Management in a whole school context.
- Evaluation of the policy is the responsibility of the Guidance Team Principal, Deputy Principal, Board of Management, Staff, Parents and Students.

SUCCESS CRITERIA

The performance of the Guidance & Counselling policy can be judged by the use of the following criteria:

- Student mobility and choice.
- Analyses of student outcomes.
- Consultation with parents and students regarding subject choice and access to further education and training.
- Discussion with the Principal, Subject Teachers, Year Heads, and Additional Needs teams.

MONITORING PROCEDURES

Monitoring of the agreed policy should take place on a two year basis in conjunction with Subject Teacher representatives, Year Heads, Principal, Deputy Principal, Guidance Team, Additional Needs team and Parents.

TIME FRAME

Procedures of the policy are currently implemented. The Guidance Counsellors have responsibility for the provision of content to students/parents/teachers. The policy is a process that is constantly evolving and changing with on-going monitoring and review.

REVIEW & RATIFICATION PROCEDURES

Review of the policy should take place in collaboration with the Principal, Deputy Principal, Board of Management, Student Council and Parents every two years. It is envisaged that this policy will be constantly changing to keep in line with the needs of the school and its students. Changes in society, expectations of those with whom the Guidance Counsellors interacts (students, parents, school staff and outside agencies) will be regularly considered in the implementation of the Guidance policy.

This policy was reviewed in November 2022 and ratified by the Board of Management on 2nd February 2023.

Signed by Chairperson of the Board: *M. Molloy*

Date: 02/02/2023