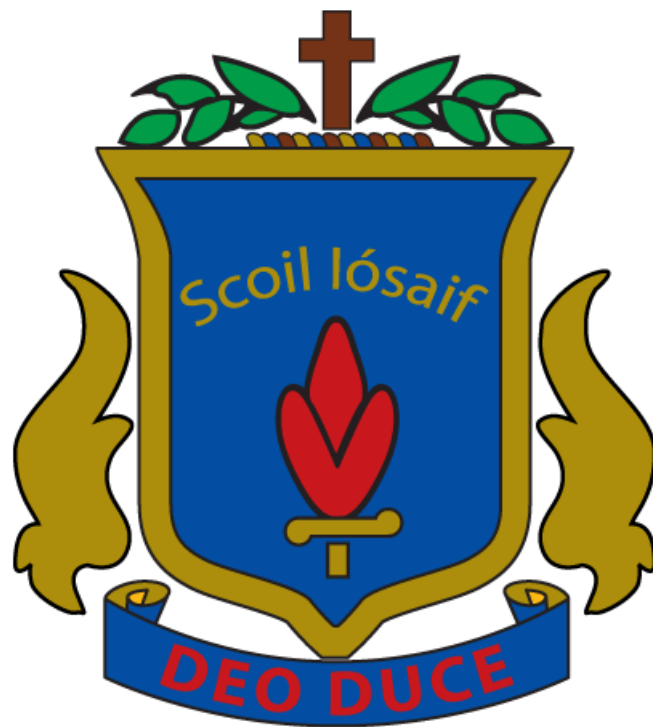




# Whole School Guidance Plan 2021/2022



**St. Joseph's, Fairview**

This document is intended to provide details of the main policies of Scoil Iósaif an Fhionnradharc in relation to the Administration of Medicines. It is intended to help parents and guardians understand the environment and approach of the school. This document is regularly reviewed. All feedback is encouraged and welcome.

<b>Version</b>	<b>Description</b>	<b>Authors</b>
Sep 2021	First version of policy	Board of Management

**School Contact Details**

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## **Review Guidance Policy**

### **1. Introduction**

St Joseph's CBS is a Christian Community in keeping with the educational philosophy of Edmund Rice. We are committed to an education, which fosters self-worth in a caring environment. We aspire to educate, to be educated and to promote responsibility. We aim to work together in a respectful, caring and just environment. St Joseph's is a school where friendship, affirmation and individual attention are encouraged among pupils, teachers and parents. Moreover, as a DEIS school (Delivering Equality of Opportunity in Schools) we address the educational needs of children from disadvantaged communities, in the belief that every young person deserves an equal chance to access, participate in and benefit from education.

The Guidance Policy of St. Joseph's is written with these values in mind. It is also written in the context of the school serving the needs of boys from 1<sup>st</sup> year through to 6<sup>th</sup> year. It is the policy of St. Joseph's to support all students, in an appropriate manner.

The Guidance Department is part of the pastoral care structure in the school. The Guidance Counsellors attend student support team meetings to plan for student care, to consider student progress and discuss issues of concern, which may arise. The Guidance Counsellor works with the Principal, Deputy Principal, Year Heads, Class Teachers, The Religion Department, and Special Education Needs Team, The Home School Community Links teacher, the Schools Completion officer and the S.P.H.E team to provide a support service for the students.

The approach to Guidance in our school is in line with Guidance the **Whole School Guidance Framework document (NCGE, 2017)**: Guidance for few, Guidance for some and Guidance for all.

<https://www.ncge.ie/resource/ncge-whole-school-guidance-framework>

## 2. Careers & Educational Guidance

### Junior Cycle

#### 1<sup>st</sup> Year

- The Guidance process begins prior to the entry of a student to St. Joseph's. The Primary schools of the incoming 1<sup>st</sup> years are contacted and where appropriate visited including taster days in the school. This process along with Assessment tests carried out on the incoming group will identify levels of achievement in the student body, remediation needs and also social and emotional difficulties. CAT 4 suite of testing. The Guidance service in consultation with the Resource Service and the Pastoral Care team can plan for the needs of the incoming group.
- A transition programme from Primary to Secondary school is in place.
- All 1<sup>st</sup> Year Students will be made aware of the Guidance Service on entry to the school. Their parents will also be made aware of what the service is and how to access it at the annual meeting for 1<sup>st</sup> year parents held in September each year. Due to Covid restrictions parents are notified via letter to parents and school website.
- All 1<sup>st</sup> year students will visit the Grangegorman site at TUDublin, our Link college partner and complete a number of workshops. During Covid these workshops will take place remotely.
- Homework-Club, a support of Schools Completion Programme, is available for students to access. (Suspended due to Covid)
- 1st year students are invited to apply and participate in the "Big Brother, Little Brother Programme". As part of the programme a first year student is matched with a sixth year student for the year. They meet weekly and will be mentored by their "Big Brother" for the school year.
- 1st and 2<sup>nd</sup> year students attend an anti-bullying seminar presented by Monica Rowe formerly from ISPCC in the school.
- As the year progresses the Guidance Counsellor will meet with first year students to further get to know them, to identify individual needs and to help build relationships. Students will be introduced to the Qualifax website to help them with subject choice.
- The S.P.H.E programme addresses study and homework methods and tips for effective study in particular.
- It is also envisaged to run the "Friends for Life" programme.
- All 1<sup>st</sup> year students have a Wellbeing class weekly. The following modules have been chosen: "Transfer to Secondary School", "Study for Term Exams", "Healthy Eating", "Mindfulness", "Anti-bullying" with particular focus on cyber bullying. The NCGE 6 Junior Guidance classes will also be taught during Wellbeing class
- The Guidance Counsellor will arrange a counselling appointment or referral for students if necessary.

## **2nd Year**

- A programme “The Economics of Staying in School” is run in conjunction with Junior Achievement Ireland for all second year students. It is a 6 weeks module, which is placed as a sub-set of their SPHE programme. As St Joseph’s is now part of the School Completion Programme the Economics of Staying in School explains the economic benefits of an Education. Students are taught how to make informed choices about their future-careers, budgets, and other personal economic decisions.
- Homework-Club, a support of Schools Completion Programme, is available for students to access. (Suspended due to Covid)
- 1st and 2<sup>nd</sup> years attend an anti-bullying seminar presented by Monic Rowe formerly ISPCC.
- Study and homework methods, and tips for effective study are re-visited and addressed in particular by the S.P.H.E programme.
- A small group of second year students will be chosen for the “MAP”, mentoring for achievement programme.
- The Guidance Counsellor will arrange a counselling appointment or referral if necessary.
- All second year students have a Wellbeing Class. Digital citizenship in particular online safety are the core topics.
- It is also envisaged to run the “Friends for Life” programme.
- All 2nd year students will visit the Grangegorman site at TUDublin, our Link college partner and complete a number of workshops. During Covid these workshops will take place remotely.
- Students take part through Ptech in mentoring sessions with volunteers from IBM and CISCO. Again due to Covid this will take place remotely

## **3<sup>rd</sup> Year**

- In Third Year students will be asked to complete a careers project as a follow up to their second year Junior Achievement programme “The Economics of staying in school”. As visitors are unable to come to the school, this will be delivered by the Wellbeing/SPHE teacher.
- Study Skills will be addressed by the S.P.H.E teachers in all 3<sup>rd</sup> year classes.
- Study and homework methods, and tips for effective study are re-visited and addressed in particular by the S.P.H.E programme.
- 3<sup>rd</sup> year students are strongly encouraged to avail of the After-School Study facilities which is part funded by the past pupils union.
- After the Mocks 3<sup>rd</sup> year students will be invited to join a stress management/mindfulness group.
- The Guidance Counsellor will arrange a counselling appointment or referral if necessary.
- 3rd year students take part in college-based workshops at TU Dublin. Due to restrictions, these will take place remotely at the school via Zoom

## **Transition Year**

- Guidance for Transition Year students is delivered to each group in a timetabled class period each week for the school year. All students complete the transition year programme. Application to 3<sup>rd</sup> level education- Colleges, Further Education, Courses, C.A.O, The points system, QQI, Apprenticeships, Subject Choice, Failte Ireland and other training opportunities available to students after school are all addressed.
- All students will take part in the P-Tech programme. This consists of two modules taught over 6 class periods per week. Students take part in a 6 week work experience placement in Term 2 based in industry. After completing these modules and placement, students have the option to complete the Level 6 course in 5<sup>th</sup> and 6<sup>th</sup> year alongside their Leaving Cert.
- Students are assisted with preparation and evaluation of Work Experience. Students may access extra work experience opportunities throughout the school year in addition to their P-Tech placement. Due to restrictions an online mentoring programme will continue to run as an addition to work experience in the 2021/2022 school year.
- The programme begins with an overview of all opportunities available to pupils on leaving school.
- The programme includes administering Interest Inventories to help the pupils understand their areas of interest and strengths.
- Areas such as Multiple Intelligences and Emotional Intelligence, Self-esteem and Assertiveness skills are addressed in conjunction with Religious Education and Life-skills programme.
- A programme “Success Skills” is run in conjunction with Junior Achievement Ireland for all Transition Year students consisting of a double period for 8 weeks. Here the Junior Achievement volunteer and the Guidance Counsellor address topics such as Communication, Interpersonal Effectiveness, Building Rapport, Teamwork, Developing CV’ s, and Interview Skills. On the final day of the programme students visit the workplace of the volunteer and present themselves for interview and feedback. Due to restrictions, the guidance teacher will run this programme for the year 2021/2022.
- Transition Year Students are given the opportunity to spend one week in DCU completing a web design course, planned and organised by their co-ordinator and year head.
- Assessment tests, carried out on the Ty group and in 3<sup>rd</sup> Year, help identify levels of achievement in the student body, remediation needs for senior cycle. These results are compared with their 1<sup>st</sup> year results. The Guidance service in consultation with the Resource Service and the Pastoral Care team can plan for the needs of the group.
- Guidance around Subject choice is given on a class and individual basis. An information session for Parents takes place at the Annual Ty Parent Teacher Meeting
- Ty students attend Zeminar (a youth mental health workshop) in October. They are also participating in the “Cycle against Suicide Programme”. Due to restrictions, these programmes and events will run online.
- All TY students will take part in the Future Leaders programme in conjunction with Gaisce and the GAA. They will complete all 5 modules of the programme over two class periods per week.
- The Guidance Counsellor will arrange a counselling appointment or referral if necessary.

- Students will have the opportunity to engage with TU Dublin workshops and if possible visit the campus in the school year 2021/2022.

## **Senior Cycle**

### **5th Year**

- In 5<sup>th</sup> year the emphasis moves more towards individual decision-making, goal setting and planning. Students are addressed as a group on several occasions on careers related topics. Third-level Structures, Choosing a Course, Apprenticeships are all addressed...
- All 5th Year Students attend a Careers Fair run by Northside Partnership. Preparation and follow up is part of the Guidance Counsellors work. During Covid these workshops will take place remotely.
- 5<sup>th</sup> year students attend an ambassador day at UCD or DCU where they are given a tour of the college and can ask questions about the courses on offer. During Covid these workshops will take place remotely.
- 5<sup>th</sup> year students participate in the TU Dublin “ Access to College Programme” or any taster days if available. During Covid these workshops will take place remotely.
- As part of the Business in the community initiative under the DEIS scheme, our school has been assigned a company to work and link in with. The company assigned to St. Joseph’s is “Three”. The Guidance Counsellor liaises with the co-ordinator of the programme. “Three” employees make two visits to St Joseph’s and deliver talks on a “Day in the life” of people from different departments. Moreover they provide an interview skills and CV workshop. Students are given one-on-one advice on how to up-date their CV’s. Students then present themselves for individual interviews in the “Three Building” headquarters on St. John Rogerson’s Quay and gain insight into the life of a real day-to-day company. In the final session at St. Joseph’s, students make a presentation on their learnings.
- 5<sup>th</sup> year students can arrange individual meetings with the Guidance Counsellor to explore career choice and the educational requirements for various courses and careers.
- 5<sup>th</sup> year students are encouraged to attend open days. During Covid these workshops will take place remotely.
- They are strongly encouraged to join after-school study and participate if the facility is available during Covid. Students can avail of online one to one subject grinds via the NEIC “Jump a Grade Programme”
- The Guidance Counsellor will arrange a counselling appointment or referral if necessary.

## **6th Year**

- In 6<sup>th</sup> year the emphasis is on individual goal setting and planning. Guidance is delivered to each 6<sup>th</sup> year class group in the model of Guidance for all, Guidance for some and Guidance for a few. An individual appointment is made for each student to explore career choice and the educational requirements for various courses and careers. Students are seen individually at least twice between September and February and at their own request or as often as needed throughout the year.
- To begin the research process all students attend the “Higher Options Conference” and where appropriate will attend the various Open Days in DCU, TCD, UCD, TU Dublin, Institutes of Technology and the various colleges of Further Education. During Covid these workshops will take place remotely.
- Speakers are invited in from the various colleges most relevant to the students’ areas of interest, which is assessed by mapping the choices of previous years and individual meetings with students. During Covid these talks will take place remotely.
- A meeting of students who are past pupils studying at Trinity College and Potential Leaving Certificate students considering Trinity as an option will take place during the school year. During Covid this meeting will take place remotely.
- A number of group talks are given throughout the year on CAO applications. Students are encouraged to apply online and if online facilities are not available at home students may make an appointment and fill out their application using online facilities in school.
- At all times students are encouraged to use online facilities to research careers and access college information. Qualifax, Careers Portal, and CAO website are just some of the websites students are encouraged to use to access information.
- Students are given assistance with programmes such as HEAR, DARE, Access TU Dublin, REACH and Access DCU. As we are a link school with TU Dublin the Access team will work with the students throughout the year..
- Information sessions on CAO, Future Careers and Access Services take place at the annual 6<sup>th</sup> year PTM meeting. This session is assisted by the Access service in TU Dublin. During Covid this session will take place remotely.
- After school study is strongly encouraged. Students can avail of online one subject grinds via NCI or the NEIC “Jump a Grade Programme”
- A Study Skills seminar is held for all 6th year students. Class teachers will follow up with Study skills and tips relevant to their own individual subjects.
- Mock results are reviewed by the support team in order to best identify any areas of concern and supports are put in place.
- 6th year students are invited to apply and participate in the “Big Brother, Little Brother Programme”. As part of the programme a first year student is matched with a sixth year student for the year. They meet weekly and will mentor their “Little Brother” for the school year.
- As part of Mental Health Week, “Jigsaw” will run a workshop on Exam Stress Health/Wellbeing with the 6<sup>th</sup> year group in January.
- The Guidance Counsellor will arrange a counselling appointment or referral if necessary.
- It is envisaged to hold a Careers Day in the school for all Senior Cycle students using members of our past pupils. Students will get the opportunity to interview all who attend



about their career and area of work. This will be run on a biannual basis and will also be attended by 5<sup>th</sup> years. During Covid these workshops will take place remotely.

- 6<sup>th</sup> year students have the opportunity to Apply for a Summer Work Programme supported by the NEIC. During Covid this programme may be postponed until it is safe.
- 6<sup>th</sup> Year students are involved in the 1968 scholarship programme which leads to 3 separate awards of €1000 per annum for the duration of a further education programme.

### **Leaving Certificate Applied**

- LCA has been introduced in our school for a small number of students.
- Vocational Preparation and Guidance is a key component of the programme.
- This is made up of the following modules:

Module 1: Guidance

Module 2: Jobsearch

Module 3: Work Experience 1

Module 4: Work Experience 2, 3 and 4

Module 5: Enterprise 1, 2 and 3

Module 6: Community Work

Module 7: Work and Living

### **National Educational Psychological Service (NEPS)**

In consultation with the SET team and Class Teachers, students are chosen for further assessment to the above service. The Guidance Counsellor and the SEN/ASD coordinator links with the school psychologist, prepares documentation and stores Psycho-Educational Reports received on students. Recommendations made by psychologists are passed on to Year Heads and teachers where relevant at support team meetings and year meetings.

### **3. Personal Guidance**

A specific structure is in place to assist students with day-to-day issues, which may arise. This structure includes: Class Teacher, Year Head, Subject Teacher, Resource and Learning Support Teacher and SNAs. Students may request support from staff members and advice on issues of concern.

Where additional assistance is required the school's Guidance Counsellor supports this Pastoral Care system.

Students in all years may be seen individually, either at their own request or that of a parent or teacher. Students can request an appointment either through the school secretary or by speaking to the Guidance Counsellor. Parents can refer their child by contacting the school. Teachers can refer a student through the pastoral care team by speaking to the year head of the student who will attend student support meetings, or if more urgent can speak to the Guidance Counsellor themselves. Students are offered the opportunity to explore/discuss personal issues and are guided and helped through the decision-making process.

It should be noted that there is a limit to personal counselling that can be offered within the school context and it is not school policy to offer a programme of ongoing counselling regarding issues, which are areas of expertise or outside the time constraints of the Guidance Counsellor. Sometimes it may be necessary to recommend further, outside help. This support and help comes mainly from the following agencies

- Teen Counselling, Drumcondra, The Red House, Clonliffe Road, Dublin 3. (01) 5574705  
[teencounselling@crosscare.ie](mailto:teencounselling@crosscare.ie) (This service is especially available for our school through YPAR, Young People at Risk, Dublin North Inner City.)
- Jigsaw Dublin City, 41-45 Mountjoy Square South, Dublin 1. Tel.(01) 6583070
- Teen Counselling, 20 Aran Quay, Dublin. (01)5574705
- Mater CAMHS, Metropolitan Building, James Joyce St, Dublin 1. (01) 8034793
- Beechpark Services, Woodford Business Park, Swords Road, **Santry**, Dublin 17. Tel: 01 857 8010.
- Primary Care Teams
- Daughters of Charity, Lisdeel House, Swords Road, Santry, Dublin 9. (01) 8625195
- Northside Counselling Coolock and Oasis Counselling Seville Place, (over 18)
- Pieta House, 47 Mellows Court, Finglas, Dublin 11.( 01) 864 8899
- Arduna, 54 Clontarf Rd, Dublin 3. (01) 833 2733( Private)
- Abate Counselling, 63 Claremont Crescent, Glasnevin, Dublin 11. 1800 222 833(Private)

Bereavement support is offered through Barnardos and the Rainbows groups in the local areas.

#### **4. Confidentiality**

The Guidance Counsellor is available to listen to students who wish to discuss personal and career issues. Students who feel the need to discuss such issues will be welcomed.

It is generally understood that conversations with the Guidance Counsellor are in confidence. Students should feel comfortable that conversations with the Guidance Counsellor are private and confidential but that confidentiality has limitations

- A. Where a student is considered to be putting themselves or others at risk
- B. Where an illegal activity has taken place
- C. Where there are concerns regarding child protection

Should a child protection issue arise all teachers and the Guidance Counsellor are obliged to forward these concerns to the School's Designated Liaison Person. This is in accordance with

“Children’s First Guidelines” issued by the Department of Children and Youth Affairs and Child Protection Guidelines issued by the Department of Education and Skills.

Counselling work is supervised by an accredited IACP supervisor on an individual basis and is governed by the ethical practices of the IACP or as part of DES supervision under the guidance of the IGC.

It is envisaged that this document will be reviewed on an annual basis (2022/23)

## Student Support Services Action Plan

A working group meets at the start and during the school year to review the Guidance Plan. This group includes the Guidance Counsellors, ASD Coordinator, HSCL teacher, Parent, students and teaching members of staff.

### **Priority:**

- To support students as we return to school emotionally, socially and academically following 18 months of disrupted Education and effects of the pandemic.
- Re Establish a guidance working group at the school including Guidance counsellors, HSCL students and other staff members.

**Target:** By end of School year 2022/23

### **The Guidance policy has been developed in the context of the school’s other policies and relevant publications:**

- Scoil Iósaif Code of Behaviour
- Scoil Iósaif CBS Admissions Policy
- Scoil Iósaif CBS Anti-bullying Policy
- Scoil Iósaif CBS Critical Incident Policy
- Scoil Iósaif CBS Substance Abuse/Misuse Policy
- Membership of the School Completion Programme
- Scoil Iósaif Involvement in the DEIS initiative
- Special Education Needs Policy
- Wellbeing in Post-Primary Schools: Guidelines for Mental Health Promotion and Suicide Prevention (DES Publication, 2013)
- We follow the data Protection Policy of the school

# Digitalised Whole School Guidance Insert for Whole School Guidance Plan:

Academic Year 2021/22

## St Joseph's, Fairview

### Introduction to Digitalised Guidance

This resource outlines the decisions made at local school level about the logistics of digitalised / online school guidance provision in our school.

All content was discussed and agreed between School Management and the School Guidance Counsellor(s). The approach to digitalised Guidance in our school is documented here in line with:

**A Whole School Guidance Framework document (NCGE, 2017)**

<https://www.ncge.ie/resource/ncge-whole-school-guidance-framework>

**(Covid-19) Support information for Guidance Counsellors in Schools (NCGE, 2020)**

<https://www.ncge.ie/resource/covid-19-ncge-support-information-GC-schools>

**Continuity of Guidance Counselling - Guidelines for schools providing online support for students (DES, 2020)**

<https://www.education.ie/en/Schools-Colleges/Information/Post-Primary-School-Policies/Policies/continuity-of-guidance-counselling-guidelines-for-schools-providing-online-support-for-students.pdf>

**Continuity of Schooling (DES, 2020)**

[www.education.ie/en/Schools-Colleges/Information/continuity-of-schooling/continuity-of-schooling.html](http://www.education.ie/en/Schools-Colleges/Information/continuity-of-schooling/continuity-of-schooling.html)

Digitalised Guidance is provided in our school in line with the continuum of support model (NCGE, 2017 p12): Guidance for A Few, Guidance for Some, Guidance for All. This resource outlines the provision of digitalised guidance in line with that continuum. The first section outlines the logistical approach for 'Guidance for A Few,' a second section notes the approach for 'Guidance for Some' and the third section refers to 'Guidance for All.' In addition, a final section outlines how our school will coordinate Whole School Guidance, should the school have to close for part of the year or if some staff must self-isolate.

## Guidance for A Few:

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 transitions (including transitions for Early School Leavers (ESL) and to education centres such as Youthreach) 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. (NCGE-Whole School Guidance Framework)

In St Joseph’s Fairview ALL students will have access to one-to-one support from teachers, support teams and the Guidance Counsellor, where appropriate.

Parents / Guardians will be informed that these services are available by: a notification by email and the school website if our school must close during the academic year 2020/2021

In each of these communications, parents are invited to contact the school directly should they wish to discuss the provision of such supports.

In St Joseph’s Fairview we agree to undertake our ‘**Guidance for a Few**’ (one-to-one sessions) as follows:

Platform Used:	Google meets, email or by phone call.
How and when students may be contacted:	A schedule of virtual meetings will be planned with students by email during a limited time frame (e.g. following the ‘normal’ local school timetable, 8.50-3.30pm). Contact with students should not occur outside of these agreed times. Personal phone numbers will not be exchanged between the Guidance Counsellor and students / parents / guardians.
Contact with parents may arise when:	A Child Protection issue arises.

	<p>Our approach to contacting parents in this event is via a phone call by the DLP the deputy DDLP with the assistance of the Guidance Counsellor.</p>
<p>Students are identified as needing one-to-one support through several school processes:</p>	<p><u>Self-Referral</u> – students may self-refer by sending an email to the Guidance Counsellor. Students are notified about how to connect with the guidance counsellor at the beginning of the school year. In a notification by email and the school website if our school must close during academic year 2020/2021</p> <p><u>Student support team:</u> Teachers can contact the Year Head or student support team by email if they are concerned about a student. The student support team will then take appropriate action which may include referral to the Guidance Counsellor.</p> <p><u>Parents:</u> If parents are concerned for their children, they may contact the Year Head. Parents are informed of how to contact each year head on the school website and in the welcome letter sent at the start of the year. Year head contacts are also available on the school app.</p> <p><u>Other Avenues:</u> We will monitor the other means through which students are referred this year and will add those means to this document for future years.</p>

<p>Frequency of Contact:</p>	<p>The agreed procedures to facilitate students to be notified of their initial appointment in advance in St Joseph's is: <i>e.g. through school email or phone call to parent</i></p> <p>Further contact will be agreed with students as appropriate during each meeting.</p> <p>This will be clearly communicated to the student in each meeting and/or at the beginning of the series of sessions e.g. 'We will work together for three sessions and review our plan on the third session'</p>
<p>Session Length:</p>	<p>Each one-to-one meeting would not exceed the duration of normal appointment or lesson times e.g. 30 mins- 1hour except in the event of an emergency.</p>
<p>Contract:</p>	<p>A contract will be made with students at the beginning of the one-to one sessions as it would have been in a 'face to face' situation verbally.</p>

	<p>Included in this contract, it will be noted that neither party will record or take photographs of the session.</p> <p>Students and parents are informed that a record of the session will be kept by the Guidance Counsellor, in line with normal professional practice and the school's 'Confidentiality Policy.'</p>
DLP and DDLP:	<p>If digitalised guidance is taking place, our school procedures for communication with the DLP and the DDLP are:</p> <p>To contact them via Phone.</p> <p>If an emergency/child protection issue arises during a time when digitalised guidance is taking place, the agreed protocol is to: to get in contact with the DLP or DDLP.</p>
Communication with management:	<p>School management are fully aware of and have agreed on all aspects of this document.</p> <p>This document was discussed and agreed on 10th January 2021. It is agreed that this document will be reviewed May/June 2021.</p> <p>The guidance counsellor will meet on a monthly basis or as needed to update management on how digitalised one-to-one guidance appointments are progressing.</p>

Record Keeping & GDPR:	<p>A record of every one-to-one guidance counselling meeting will be kept by the Guidance Counsellor and stored appropriately in line with normal professional practice</p> <p>Our school uses the NCGE one-to-one meeting record</p> <p>We store paper records. The Guidance Counsellor ensures these are safely stored, are not accessible to others and are returned to the school premises as soon as is practicable.</p>
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**Guidance for Some:**

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 and the school Chaplain. (NCGE-Whole School Guidance Framework)

In St Joseph’s Fairview digitalised ‘Guidance for Some’ will operate in line with our school’s ‘Remote Learning Policy’ as follows:

Timetabled classes with students will run via the normal school Platform of Google Classroom.

Non-timetabled classes will run one per term.

Students will be invited to take part in group sessions on certain topics e.g. HEAR/DARE Access routes via email and or google classroom.

Groups of students will be contacted through school email and or google classroom.

Work with students e.g. collecting and giving feedback on work done / enabling students to ask questions will be done via google classroom or email.

### **Guidance for All:**

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 apprenticeships, FET, HE and employment). 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, guidance modules and work experience/placement provided as part of senior cycle programmes (TYP, LCA and LCVP). (NCGE-Whole School Guidance Framework)

In St Joseph’s Fairview digitalised ‘Guidance for All’ will operate in line with our school’s ‘Remote Learning Policy’ as follows:



Guidance Counsellor connects with all students e.g. Whole School Year Groups via email and google classroom. The Guidance Counselor is available to attend assembly via Zoom organised by school management or the Year Head

The Guidance Counsellors will connect Year Groups at least once a term.

This will be communicated to students. by student email or text to parents

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### **Coordination of Whole School Guidance:**

Guidance Counsellor will meet with school management at the weekly Care Team meeting, on a monthly basis and as needed.

In an 'emergency' Child protection related issue the DLP or DDLP will be contacted via phone.

The Student Support Team will meet weekly via google meets.

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The content of this document has been agreed by Sean Stack, Alexandra Duane, Mairead Martin, Helen Flynn on September 13th 2021

This document will be reviewed and updated in June 2022.