



Guidance Plan

Coláiste Íde

Preamble

It was decided to review the school's Guidance Policy in 2014/2105 to ensure that it was effective, just and to ensure that it meets the demands of current legislation.

Relationship to the school's mission and ethos

This policy has been developed in line with the ethos of the Trustees of Coláiste Íde as stated in our mission statement. Coláiste Íde provides a safe, secure learning environment to promote a sense of mutual respect among all members of the school community.

The main aim of the school is the development of the "whole person". This means the development of all aspects of life – social, spiritual, intellectual, aesthetic, physical, creative and moral. It is our aim to prepare our students to take their place in society as responsible citizens by helping them to:

- Loyalty to the school motto "*Glaine ár gcroí*" (purity of heart) is expected from all students and staff.
- Develop themselves fully, physically, spiritually, mentally and emotionally according to each student's talents.
- Respect themselves, others and God.
- Respect our Irish heritage – our country, our language and our traditions.
- Have proper values to guide them for life.
- Acquire a love of learning.
- It is the policy of the school to follow the vision and educational philosophy handed down to us by the sisters of Mercy. Every effort will be made to adhere to their ideals, standards and values.
- No student will be refused admission on the grounds of background, family or academic ability except when there is a threat to the welfare of other students.
- Coláiste Íde is an all Irish Catholic school- therefore Christianity will underpin all education in coláiste Íde. Prayers, retreats, Mass and sacraments are all part of our education programme
- Coláiste Íde is an all-Irish school. Therefore, in all areas of school life priority is given to Gaelge and to our Irish culture both within and outside the classroom. Paragraph 9(b) of The Education Act 1998 will be adhered to in so far as be possible.

- Emphasis will be on the value of work well done and every effort will be made to develop a spirit of cooperation, enthusiasm, self-discipline and positive attitudes in our students.
- It is our aim to cater for the needs of all students in our care.

Rationale

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

Guidance Plan-- First years

Objectives

- To ensure that all first year students are given the time and support needed in order to complete the transition from primary to secondary school successfully.
- To enable students recognize their own talents and achievements, and identify their strengths and weaknesses.
- Develop coping strategies to deal with stress, personal and social issues, and the challenges posed by adolescence and adulthood.
- Identify the demands of study and examinations
- Organize the management of time for school, work and leisure activities
- Develop interpersonal skills and awareness of the needs of others
- Establish good patterns of decision making and learn how to make informed choices.
- To ensure that students are given clear information concerning subject choices for second year.

Guidance Programme- First Years

Activities	When	Who	Resources
<i>Transition Programme</i> <ul style="list-style-type: none"> • 1 years appointed mentors • Intensive language support module • Organizational skills • study skills • Guidance counsellor meets first years as a group and individually • Three week induction programme • Principal, VP and Class teachers meet students regularly to continue induction • Code of Behaviour 	Term 1	<ul style="list-style-type: none"> • Principal • Vice Principal • Guidance counsellor • SPHE teacher • Class teachers • Mentors/ Friends Faith • Prefects • Supervisors • College Counsellor • Language assistant • Guest Speaker 	Booklet of Irish vocab. School Diary Study Plan Class Plan
Assessments	Term 1	<ul style="list-style-type: none"> • Principal • Subject Teachers 	Standardized Testing
Referral <ul style="list-style-type: none"> • Referral of an individual student by the G.C. to other professionals outside the school. • Referral of an individual student to the guidance counsellor by teachers, BoM, school management or parents. 	Ongoing	<ul style="list-style-type: none"> • Outside professionals • SENO • NEPS • Guidance C. 	
Interpersonal skills –Awareness of the needs of others	On going	<ul style="list-style-type: none"> • SPHE Teacher • RE Teacher • Supervisors 	<i>Well Being</i> Week
Study skills Effective Listening	Ongoing	<ul style="list-style-type: none"> • Guidance Teacher • SPHE Teacher • Subject Teacher • Guest Speaker 	
Information on Bullying Self Confidence Respect for diversity Healthy Mind	Ongoing	<ul style="list-style-type: none"> • Principal • SPHE Teacher • Guidance Counsellor • College Counsellor • Class Teachers • Guest Speaker 	College Policy Spot Checks Interviews <i>Anti-Bullying</i> Week

Guidance Plan —Year 2

Objectives

- To enable students recognize their own talents and achievements, and identify their strengths and weaknesses.
- Develop coping strategies to deal with stress, personal and social issues, and the challenges posed by adolescence and adulthood.
- Identify the demands of study and examinations
- Organize the management of time for school, work and leisure activities
- Develop interpersonal skills and awareness of the needs of others
- Establish good patterns of decision making and learn how to make informed choices.

Guidance Programme- Year 2

Activities	When	Who	Resources
Coping skills Self Confidence Emotional Development Physical Development Social Development	Ongoing	<ul style="list-style-type: none"> • Guidance Counsellor • SPHE Teacher • R.E Teacher • Class Teacher • College Counsellor 	<i>Well Being Week</i>
Decision Making Skills Life Choices	Ongoing	<ul style="list-style-type: none"> • SPHE Teacher 	SPHE Class
Interpersonal skills –awareness of the needs of others	Ongoing	<ul style="list-style-type: none"> • SPHE Teacher • RE Teacher • Class Teacher • Supervisors 	
Individual counselling	As Required	<ul style="list-style-type: none"> • Guidance Counsellor • College Counsellor 	
Drugs and Alcohol Awareness		<ul style="list-style-type: none"> • SPHE Teacher • Guest Speaker 	College Policy
Study skills	Ongoing	<ul style="list-style-type: none"> • Guidance Counsellor • SPHE Teacher • Subject Teacher • Guest Speaker 	School Diary
Information on Bullying	Ongoing	<ul style="list-style-type: none"> • Principal • Guidance Counsellor • SPHE Teacher • Class Teacher • College Counsellor 	College Policy Spot Checks Interviews <i>Anti-Bullying Week</i>
Information on Relationships and Sexuality (R.S.E.)		<ul style="list-style-type: none"> • SPHE Teacher • Guest Speaker 	College Policy

Guidance Programme Year 3

Objectives

- To enable students recognize their own talents and achievements, and identify their strengths and weaknesses.
- Develop coping strategies to deal with stress, personal and social issues, and the challenges posed by adolescence and adulthood.
- Identify the demands of study and examinations
- Organize the management of time for school, work and leisure activities
- Develop interpersonal skills and awareness of the needs of others
- Establish good patterns of decision making and learn how to make informed choices.
- To ensure that students are given clear information concerning subject choices fifth year including the consequences of subject choice and level for future course and career options
- To ensure that students have an awareness of the subject content, the skills and the competencies they may acquire, and the study demands of the subject,
- To ensure that students have the opportunity to explore their interests and subject choices and how these link to career areas.

Guidance Plan- Year 3

Activities	When	Who	Resources
Coping strategies to deal with stress, personal and social issues Co-operation Healthy Mind Self-Management		<ul style="list-style-type: none"> • Guidance Counsellor • College counsellor • SPHE Teacher • Class Teacher • Yoga Teacher • Guest Speaker • School Retreat 	Guidance Class SPHE Class <i>Well Being Week</i>
Decision Making Skills		<ul style="list-style-type: none"> • SPHE Teacher • Guidance Teacher 	SPHE Class Guidance Class
Interpersonal Skills –awareness of the needs of others	Ongoing	<ul style="list-style-type: none"> • SPHE Teacher • RE Teacher • Class Teacher • Supervisors 	
Information on Drugs/ Alcohol Self-Responsibility		<ul style="list-style-type: none"> • SPHE Teacher • Guest Speaker 	College Policy
Study Skills	Ongoing	<ul style="list-style-type: none"> • Guidance Teacher • SPHE Teacher • Subject Teacher • Guest Speaker 	School Diary
Individual Counselling	Ongoing	<ul style="list-style-type: none"> • Guidance Counsellor • College Counsellor 	
Information on Bullying	Ongoing	<ul style="list-style-type: none"> • Principal • SPHE Teacher • Guidance Teacher • Class Teacher • College Counsellor • Guest Speaker 	College Policy Spot Checks Interviews <i>Anti-Bullying Week</i>
Information on Relationships and Sexuality (RSE)		<ul style="list-style-type: none"> • SPHE Teacher • Guest Speaker 	School Policy
DATs Assessments	Term 2	<ul style="list-style-type: none"> • Guidance Teacher 	Assessments materials
Interest inventory	Term 1	<ul style="list-style-type: none"> • Guidance Teacher 	
Subject choice	Term 2/3	<ul style="list-style-type: none"> • Guidance Teacher • Subject Teachers • Principal 	Speaker from colleges Internet Subject choice handout Information for Parents

Guidance Programme – Year 5

Objectives

- To enable students recognize their own talents and achievements, and identify their strengths and weaknesses.
- Develop coping strategies to deal with stress, personal and social issues, and the challenges posed by adolescence and adulthood.
- Identify the demands of study and examinations
- Organize the management of time for school, work and leisure activities
- Develop interpersonal skills and awareness of the needs of others
- To ensure that students have the opportunity to explore their interests and how these link to career areas.
- To provide students with a comprehensive exploration of the career categories
- To develop research skills
- To develop ICT skill
- To ensure all students establish good patterns of decision making and learn how to make informed choices.

Guidance Plan- Year 5

Activities	When	Who	Resources
Relationships and sexuality education Aids awareness,	Term 2/3	<ul style="list-style-type: none"> • Guest Speaker • Visiting Expert • RE Teacher 	College Policy Guidance Class
Drugs/ Alcohol Awareness	Term 1	<ul style="list-style-type: none"> • Visiting speaker • RE Teacher 	College Policy
Personal and social development		<ul style="list-style-type: none"> • Guest speaker • Etiquette Course 	Guidance Class
Coping strategies to deal with stress, personal and social issues.		<ul style="list-style-type: none"> • Guidance Counsellor • College Counsellor • School Retreat 	Guidance class <i>Well Being Week</i>
Interest inventory Personality and interest Tests	Term 1	<ul style="list-style-type: none"> • Guidance Teacher 	Reach
Interpersonal skills –awareness of the needs of others	Ongoing	<ul style="list-style-type: none"> • RE Teacher • Class Teacher • Supervisors 	
Career Investigation/ Class Projects	Term 1/2	<ul style="list-style-type: none"> • Guidance Teacher 	Internet, career directory, videos .
Higher and further education event	Term 2	<ul style="list-style-type: none"> • Kerry IGC career event. 	All colleges and 3 rd level institutions
Career talks	Ongoing	<ul style="list-style-type: none"> • UCC • IT Tralee • NUIG • UCD 	Guest Speakers
Study skills	Ongoing	<ul style="list-style-type: none"> • Guidance Teacher • Guest Speaker 	School Diary
Information on Bullying	Ongoing	<ul style="list-style-type: none"> • Principal • Guidance Counsellor • College Counsellor • Class Teachers • Guest Speakers 	College Policy Spot Checks Interviews <i>Anti-Bullying Week</i>
Information on UCAS	Term 3	<ul style="list-style-type: none"> • Guidance Teacher 	Guidance Class

Guidance Programme – Year 6

Objectives

- To enable students recognize their own talents and achievements, and identify their strengths and weaknesses.
- Develop coping strategies to deal with stress, personal and social issues, and the challenges posed by adolescence and adulthood.
- Identify the demands of study and examinations
- Organize the management of time for school, work and leisure activities
- To ensure that students have the opportunity to explore their interests and how these link to career areas.
- To provide students with a comprehensive exploration of the career categories
- To develop research skills and ICT skills to ensure independence when choosing and investigating career choice
- To equip students with the relevant skills for career seeking

Guidance Plan – Year 6

Activities	When	Who	Resources
Stress Management Skills	Ongoing	<ul style="list-style-type: none"> • Guidance Counselor • School Retreat • Yoga Teacher • College Counsellor 	Guidance Class <i>Well Being Week</i>
Drugs and Alcohol Awareness		<ul style="list-style-type: none"> • RE Teacher • Visiting speaker 	College Policy
Personal and Social development	Ongoing	<ul style="list-style-type: none"> • All Staff 	
Open Days	Term 1	<ul style="list-style-type: none"> • LIT • UL • Mary I • College of Art and Design 	
Higher and Further Education Event	Term 2	<ul style="list-style-type: none"> • Kerry IGC Career Event • Higher Options 	All Colleges
Career Talks	Ongoing	<ul style="list-style-type: none"> • Guest Speakers from different colleges. 	
<ul style="list-style-type: none"> • College application process (Cao and UCAS) • Options other than college, plc Solas etc. • Transition from second level to third level 3rd level Grant system • 	1 st term 2 nd term 3 rd term	<ul style="list-style-type: none"> • Guidance Counsellor 	Guidance Class
Individual career meetings	As Required	<ul style="list-style-type: none"> • Guidance Counsellor 	
Individual counseling	As required	<ul style="list-style-type: none"> • Guidance Counsellor • College Counsellor 	
CV Preparation	Term 2	<ul style="list-style-type: none"> • Guidance Counsellor • Principal 	Guidance Class
Mock interviews	Term 2	<ul style="list-style-type: none"> • Guidance Counsellor • Principal 	Parents Local Business People
Study skills		<ul style="list-style-type: none"> • Guidance Counsellor • Guest speaker 	Guidance Class, School Diary Career Directory, Skool.ie
Information on Bullying	Ongoing	<ul style="list-style-type: none"> • Principal • Class Teacher • Guidance Counsellor • College Counsellor • Guest Speaker 	College Policy Spot Checks Interviews <i>Anti-Bullying Week</i>

Record Keeping

Detailed personal records of all personal counselling and Guidance interviews must be retained

- Records must be retained for a minimum 7 year period
- Student vocabulary should be used for record keeping
- All records should be documented as soon as possible after meetings
- All notes should be as precise as possible
- Confidentially should be prioritized, especially in the case of a disclosure
- Confidentially procedures must be discussed with the student

Link with other policies

This policy is directly linked to

Pastoral Care
Attendance Policy
Anti Bullying Policy
Code of Behaviour
Learning Support Policy
S.P.H.E Policy

Role and Responsibility

The School Staff

The school recognizes the central role by all college staff in developing and implementing the policy

Board of Management

It is the Board of Management that is responsible for the management of the school. All policies will be developed under the guidance and direction of the Board.

Ratification and Review

This policy was ratified at a Board of Management meeting on Thursday 16th April. This policy will be reviewed every two years.