

Whole School Guidance Plan/Student Supports

Copies of the Appendices are available from Guidance Department

| FIRST YEAR | STUDENTS & | PARENTS | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| Provide a comprehensive induction programme to incoming 1 st Years and their parents | See Appendix I- First Year Induction Programme | Incoming 1 st year coordinator, Principal, Year Head, Guidance Counsellor | December (of previous year) - September |
| To provide 1 st Years with a mentoring/Buddy system | Gluais Group Activities: Taking morning registration Disco Fun day | Incoming 1 st Year coordinator Gluais coordinator Gluais Group members | April (of previous year) to April of following year |
| To identify incoming 1 st Years with Special needs | See Appendix II- Special Education Needs Plan | SEN Department | November(of previous year) |
| Introduce guidance service to first year students | Information talk with each 1 st year class | Guidance Counsellor Base class | September/ October |
| To establish if students are settling in to first year and identify students needing support | First Year Interviews – group/individual | Guidance Counsellor | October- December |
| Provide information to parents on school, homework policy, pastoral care system, guidance service | Information talk for all parents- Evening | Principal, Year Head, Guidance Counsellors, Tutors, Gluais, Parents Council | October |
| To implement SPHE Programme- See Appendix III | SPHE base class | Teacher | Ongoing |
| Identify bullying behaviour, explore bullying, develop skills to deal with bullying behaviour | Anti-Bullying Awareness Week Drama for students- outside agency; Individual counselling for students and group counselling /mediation | SPHE coordinator, Gluais group, Guidance Counsellor, Tutors Outside agency | Anti- Bullying Awareness Week held in November Support for students ongoing |
| To identify students in need of support and referral to outside agencies | Student Support Meeting | Guidance Counsellors, Year Head, SEN Department Principal/Deputy | Ongoing |
| To promote student involvement in the school | Student Council | Members of Student Council and cooperating teachers | Ongoing |
| To provide an opportunity for parents and teachers to discuss progress of students | Parent Teacher Meetings | All staff | February/ March |
| To promote mental health awareness | Mental Health Awareness Week- a joint initiative | Guidance Counsellors Staff members | October |

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| amongst students | with two other local schools; Guest Speaker for evening talk for parents; Art Competition | Principal Deputy Principal | |
| To encourage students to get involved in activities/hobbies in their free time | Griffeen Youth Centre introduces the activities of Youth Centre to students | Griffeen Youth Centre, Guidance Counsellors | October/November |

| SECOND YEAR | STUDENTS AND | PARENTS | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| Reintroduce guidance service to second year students | Information talk with each class group of second years | Guidance Counsellor Base class | September/ October |
| To implement SPHE Programme-See Appendix III | SPHE base class | Teacher | Ongoing |
| To identify students at risk and in need of referral to outside agencies | Student Support Meeting | Guidance Counsellors, Year Head, SEN Department Principal/Deputy Principal | Ongoing |
| To provide support for students with special needs | Special Education Needs Plan- Appendix II | SEN Department | Ongoing |
| To provide an opportunity for parents and teachers to discuss progress of students with parents | Parent Teacher Meeting | All staff | Ongoing and at parent teacher meeting |
| To promote student involvement in the school | Student Council | Members of Student Council and cooperating teacher | Ongoing |
| To promote mental health awareness amongst students | Mental Health Awareness Week- a joint initiative with two other schools in local area; Guest Speaker for parents; Art Competition Guest Speaker for students | Guidance Counsellor SPHE teachers and tutors Art Department Principal, Deputy Principal | October |

| THIRD YEAR | STUDENTS AND | PARENTS | |
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| OBJECTIVE | ACTIVITY | PERSONNEL RESOURCES | AND WHEN |
| To implement SPHE Programme-see Appendix III | SPHE base class | Teacher | Ongoing |
| To provide support for students with special needs | See Appendix II- Special needs Plan | SEN Department | Ongoing |
| To discuss issues of stress management, study skills, nutrition and exercise, choices in terms of subjects and levels | Evening Information talk for 3 rd Year parents | Year Head, Tutors, Principal/Deputy Principal | October |
| Identify motivations, develop skills in planning, setting goals and methods of study | Motivation and study skills workshop | Year Head, Tutors, Guidance Counsellor | February |
| To identify students at risk and in need of referral to outside agencies | Student Support Meetings | Guidance Counsellors, Year Head, SEN Department Principal/ Deputy Principal | Ongoing |
| To inform students of options after third Year (LCA and TY) | Presentation to each 3 rd Year class Information Evening for parents and students | LCA coordinator TY coordinator Year Head Principal | February/March |
| To provide students with relationships and sexuality education- See Appendix IV | RSE workshops, (one day) Teachers working with small groups of students | SPHE coordinator Teachers | February |
| To provide an opportunity for parents and students to discuss progress of students | Parent Teacher Meeting | All staff | December |
| To promote mental health awareness amongst students | Mental Health Awareness Week- a joint initiative with two other schools in local area; Guest Speaker for parents; Art Competition Guest Speaker for students | Guidance Counsellor SPHE teachers and tutors Art Department Principal, Deputy Principal | October |
| To promote student involvement in the school | Student Council | Members of Student Council and cooperating teacher | Ongoing |

| FOURTH YEAR | STUDENTS AND | PARENTS | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| To provide information to parents and students regarding the TY Programme | Evening Presentation to 3 rd years and their parents | TY coordinator LCA coordinator Principal Year Head | February (of previous year) |
| To develop self-awareness amongst the students | Induction by tutors Games to promote self-awareness Tree of Life (see TY induction booklet) | Tutors TY coordinator | September |
| To promote awareness of the misuse of alcohol and anti-social behaviour | Local Community Garda speak to students as a group on the day of the Junior Cert results | Principal/Deputy Principal TY coordinator Year Head Tutors | August/September |
| To facilitate team work and bonding | Trip to Carlingford Adventure Centre | Year head, Tutors and TY coordinator | First Term |
| To provide an opportunity for students to record their progress throughout the year | Students keep a record of their experiences and progress in TY Journals | Tutors or study skills teacher | Ongoing |
| To introduce the necessity for safety when using the internet | Guest Speaker from Child Watch Slide Show Question and Answer session | TY coordinator and Child Watch Representative | October |
| To create an awareness of the necessity of safety on our roads | Garda Road Safety Programme 'It could be You' Video and Powerpoint presentation Question and answer session | TY coordinator Community Garda Road Safety Garda Team | Second term |
| To develop students understanding of the world of work | Work Experience Programme CV preparation Students are required to find work experience Interview skills | Work Experience coordinator TY coordinator TY teachers Year Head | October/ February |
| To provide information to students on the implications of subject choice | Classes on subject choice Interest Tests Presentation by teachers on subjects Information Evening for parents and students on subject | Guidance Counsellors, Options coordinator, Year Head, Principal, Deputy Principal | January/February |

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| | choice Group/Individual interviews for students | | |
| To encourage students to examine their own behaviour through the world of comedy | A comedy show on the mind of the TY student, (with other local schools), at a local venue | Comedian Ray Caret 'Psycho Spaghetti' Teachers to supervise | January/February |
| To raise awareness of Human Rights issues amongst the students | Guest Speaker from Amnesty International Setting up of Amnesty International student group | Teacher(leader) Students TY coordinator | Ongoing |
| To create an awareness amongst students of how they can help those in society who are vulnerable and less fortunate than themselves | Various Guest Speakers from charities such as Chernobyl, Autism Ireland, Irish Heart Foundation, Jasper Ireland | Students and the fundraising Committee TY Coordinator Guest Speakers | Ongoing |
| Identify students at risk and in need of referral to outside agencies | Student Support meeting | Guidance Counsellors, SEN Department Year Head, Principal/ Deputy Principal | Ongoing |
| To demonstrate to students how they can raise their aspirations and become motivated | Workshop with The Super Generation- Leadership Mastery Programme Part 1 | TY coordinator and Guest Speaker from The Super Generation | September |
| To demonstrate to students how they can improve their study techniques and results | Workshop The Super Generation- Leadership Mastery Programme Part 2 | TY coordinator and Guest Speaker from The Super Generation | January |
| To provide students with the tools that will allow them to improve their leadership qualities | Workshop The Super Generation- Leadership Mastery Programme Part 3 | TY coordinator and Guest Speaker from The Super Generation | 3 rd Term |
| To provide students with a comprehensive Health Education and RSE programme | Health Education Programme Group work with Health Education teacher Videos and Projects | SPHE coordinator and teachers involved with Health Education | Ongoing(weekly classes for all students) |
| To inform students about careers, educational and training opportunities | Career Class Trips and Speakers College brochures and internet | Guidance Counsellors ICT Teachers | Ongoing (one class weekly) |

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| To provide students with the opportunity to reflect on their learning in TY | End of Year Interviews | Year Head, Tutor | May |
| To promote mental health amongst students | Mental Health Awareness Week- joint initiative with two other local schools; Guest Speaker for parents and student | Guidance Counsellors Health Education teacher Tutors Principal, Deputy Principal | October |

| FIFTH YEAR STUDENTS AND PARENTS | | | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| To develop vocational education,(enterprise education, work experience, interview skills) | Leaving Certificate Vocational Programme | LCVP teachers | Ongoing (timetabled class) |
| Identify motivations, develop skills in planning, setting goals, methods of study | Motivation and study skills – Super Generation Workshop | Year head and tutors | September |
| To set goals for the future | Students to set out career plan Self-evaluate Career Interviews | Year Head Tutor Guidance Counsellor | Ongoing |
| To provide students with the opportunity to evaluate their progress and set short term goals | Mid-term & Christmas Assessments | Year Head Tutor Teachers | November/ January |
| To identify students at risk and in need of referral to outside agency | Student Support Meeting | Guidance Counsellor Year Head SEN Department Principal/Deputy Principal | Ongoing |
| To provide support for students with special needs | See Special needs Plan- Applications for RACE See Appendix II | SEN Department | Ongoing |
| To develop leadership skills amongst students | Leadership training. Activities: Mentoring for 1 st Years Morning registration for | Gluais Group and Coordinator | Ongoing |

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| | 1 st years, Disco, Fun Day | | |
| To provide parents and teachers with an opportunity to discuss the progress of students | Parent Teacher Meeting | Teachers Year Head Tutors | January |
| To provide relationships and sexuality information to students | Accord Programme, delivered in a half day workshop to students | SPHE Coordinator | 1 st Term |
| To promote positive mental health amongst students | Mental Health Week- a joint initiative with two local schools Guest Speaker for parents Class on mental health | Guidance Counsellors Tutors, Principal, Deputy Principal | October |

| SIXTH YEAR STUDENTS AND PARENTS | | | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| To develop vocational education, (enterprise education, work experience, interview skills) | Leaving Certificate Vocational Programme | LCVP Teachers | Ongoing |
| Identify motivations, develop skills in planning, setting goals and methods of study | Motivation and study skills workshop- Super Generation | Year Head, tutors Super Generation | September |
| To inform parents of educational and training options available to students. To highlight the importance of study plans and setting goals | Information Evening for parents and students (CAO, PLC, Apprenticeships) | Year Heads, tutors, Guidance counselors, LCA coordinator, Principal | September/October |

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| To understand the reality of studying and planning from a student's perspective | Recent past pupils talk to 6 th years about 'what to do' and 'what not to do' with regard to study for Leaving Certificate | Year head, tutors, teachers and past pupils | October(tutorial class) |
| To provide students with relationships and sexuality education | Senior Cycle RSE | Class tutor and RSE teacher | September to May |
| To identify students at risk and in need of referral to outside agencies | Student Support meetings | Guidance Counsellors, Year head, SEN Department, Principal, Deputy Principal | Ongoing |
| To promote student involvement in the school | Student Council | Members of Student Council and cooperating teacher | Ongoing |
| To provide support for students with special needs | See Appendix II- Special needs Plan | SEN Department | Ongoing |
| To provide parents and teachers an opportunity to discuss the progress of students | Parent Teacher Meeting | 6 th Year teachers, Year head, tutors | November/December |
| To promote class morale, peer support and communicate information | Year Group Assemblies | Year heads and tutors | Once a month during tutorial class |
| To promote positive mental health amongst students | Mental Health Week- a joint initiative with two local schools Guest Speaker for parents Class on mental health | Guidance Counsellors Tutors, Principal, Deputy Principal | October |

| LCA PROGRAMME | STUDENTS AND | PARENTS | |
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| OBJECTIVE | ACTIVITY | PERSONNEL AND RESOURCES | WHEN |
| To identify students suitable for LCA programme | Presentation to students Information Evening for parents and students | LCA coordinator TY coordinator Year Head Tutors Principal | March (of previous year) |
| To identify needs of students in LCA class | Meeting with LCA teachers | LCA coordinator Tutors and subject teachers | September |
| Induction of LCA Year 1 class | Meeting with is class is organized for the year | LCA coordinator, tutors and students | September |
| To identify students at risk and in need of referral to outside agencies | Student Support Meeting | Guidance Counsellors, SEN Department Year Head, Principal/Deputy Principal | Ongoing |
| To inform students of the educational and training opportunities available To motivate and help students to set goals | Information Evening for parents of LCA 2 (PLCs and Apprenticeships) | Year head, Tutors, LCA coordinator Guidance Counsellors | September October |
| To identify and record progress of students | Meeting of teachers at the end of each session Record and view results | LCA coordinator Subject teachers tutors | January and May |
| To monitor attendance and punctuality | Checking attendance and liaising with tutors | LCA coordinator tutor and year head | Ongoing |
| To develop students understanding of the world of work | Work Experience Programme and class modules | Teachers of LCA LCA coordinator Year Head, tutor Work Experience coordinator LCA coordinator tutors | November and March |
| To provide an opportunity for both teachers and parents to discuss progress of students | Parent Teacher meeting | Teachers of LCA LCA coordinator Year Head Tutors | December |
| To promote student involvement in the school | Student Council | Members of Student Council and cooperating teacher | Ongoing |
| To develop students understanding of the world of work | Work Experience Programme and class modules | Teachers of LCA LCA coordinator Year Head, tutor Work Experience coordinator LCA coordinator tutors | November and March |
| To provide an | Parent Teacher meeting | Teachers of LCA | December |

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| opportunity for both teachers and parents to discuss progress of students | | LCA coordinator Year Head Tutors | |
| To provide students with relationships and sexuality education | Trust Programme | Teacher | Tutor |
| To promote positive mental health amongst students | Mental Health Week- a joint initiative with two local schools Guest Speaker for parents Class on mental health | Guidance Counsellors Tutors, Principal, Deputy Principal | October |