

## Whole School Guidance Plan 2024/25

The Whole School Guidance Team was set up in September 2023. The members of the team are Diane Birnie, Grainne Malone, Eoghan O' Neill, Imelda Higgins, Colette Clarke, Jason Carey, Edel McManus and Eileen O' Gara. The focus of the Whole School Guidance Team in 2024/25 was as follows:

- To carry out audit of existing documents and upload onto Teams
- To keep a record of all feedback from students carried out within school and from external agencies
- To develop Section 6- Assessment
- To develop Section 7- World of Work

Section	Area of Guidance	Stage of Development
Introduction	Relevant Guidance Documents	All available documents uploaded to date
1	Organisation	In progress
2	Guidance curricular & co-curricular Programme	In progress
3	Communication- student & parent supports, internal & external communication	In progress
4	Inclusion	In progress
5	Guidance- related policies & procedures	In progress
6	Psychometric & standardized assessment	In progress
7	World of work: work experience, work shadowing, business & industry links	In progress
8	Improvement Planning	In progress

*Rose Dolan*  
16/06/25

## Whole School Guidance Plan 2023/24

The Whole School Guidance Team was set up in September 2023. The members of the team are Diane Birnie, Aisling Kirwan, Lorraine Quirke, Imelda Higgins, Colette Clarke, Jason Carey, Edel McManus and Eileen O' Gara. The focus of the Whole School Guidance Team in 2023/24 was as follows:

- To set up a Whole School Guidance Team
- To set up Whole School Guidance on Teams where all planning documents would be stored
- To carry out audit of existing documents and upload them on Teams

Section	Area of Guidance	Stage of Development
Introduction	Relevant Guidance Documents	All available documents uploaded to date
1	Organisation	In progress
2	Guidance curricular & co-curricular Programme	In progress
3	Communication-student & parent supports, internal & external communication	In progress
4	Inclusion	In progress
5	Guidance- related policies & procedures	In progress
6	Psychometric & standardized assessment	To be developed in 2024/25
7	World of work: work experience, work shadowing, business & industry links	To be developed in 2024/25
8	Improvement Planning	To be developed in 2024/25

# Whole School Guidance Plan- Programme of Activities 2025/26

Focus of Learning	First Year	
	Guidance for All	Personnel
Developing My Career Path	<ul style="list-style-type: none"> <li>Information Evening for parents of incoming 1<sup>st</sup> years (discussion of subject options)</li> </ul>	<ul style="list-style-type: none"> <li>Principal/ Year Head/ Incoming 1<sup>st</sup> Year Coordinator</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>1<sup>st</sup> Year Induction Programme (see WSG Plan)</li> <li>Gluais Group- mentoring/buddy system</li> <li>Parent Teacher Meeting</li> <li>Year Group Assembly</li> <li>Maths Hub</li> </ul>	<ul style="list-style-type: none"> <li>Coordinator/ Guidance Counsellor/ Pastoral Care Team/ Gluais</li> <li>Coordinator &amp; Gluais Group Members</li> <li>All staff</li> <li>Year Head, DP &amp; Principal</li> <li>Mathematics Department</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>SPHE/ RSE Programme, (See WSG Plan)</li> <li>Wellbeing Programme, (See WSG plan)</li> <li>Guidance Related Learning Module</li> <li>NEART (TBC)</li> <li>Extra-curricular Programme</li> <li>Workshops on relevant topics for student health and wellbeing as required</li> <li>Pastoral Care Programme, (see WSGP)</li> <li>Student Leadership Opportunities at School Events</li> </ul>	<ul style="list-style-type: none"> <li>Tutors/ SPHE Teachers</li> <li>Guidance Counsellors</li> <li>Link Teacher &amp; Team</li> <li>Relevant Staff</li> <li>Outside Agency</li> <li>Co-ordinator &amp; Class Tutors</li> <li>Year Head &amp; Tutors</li> </ul>

Objectives	Guidance for Some	Personnel
To Identify incoming 1 <sup>st</sup> Years with Additional Needs	<ul style="list-style-type: none"> <li>Additional Educational Needs Plan</li> </ul>	<ul style="list-style-type: none"> <li>Incoming 1<sup>st</sup> Year Coordinator</li> <li>AEN Department</li> </ul>
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>Student Support Meetings</li> <li>Personal/Social/ Educational Counselling</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellors, Year Head, SEN, DP, Principal</li> </ul>
To support student voice in the school	<ul style="list-style-type: none"> <li>Student Council</li> <li>Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Parent Voice Coordinator</li> <li>Link Teacher &amp; students</li> </ul>

Objectives	Guidance for a Few	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent/ Outside Agencies
Identify gifted and talented students	Participation in Centre for Talented Youth DCU	All Staff

2 <sup>nd</sup> Year		
Focus of Learning	Guidance for All	Personnel
Developing My Career Path	<ul style="list-style-type: none"> <li>Guidance Related Learning Module</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellor</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>Parent Teacher Meeting</li> <li>Year Group Assembly</li> <li>Maths Hub</li> </ul>	<ul style="list-style-type: none"> <li>All Staff</li> <li>Year Head, DP &amp; Principal</li> <li>Mathematics Department</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>SPHE/ RSE Programme</li> <li>Wellbeing Programme</li> <li>Educational Trip- outside Ireland</li> <li>Extra-curricular Programme</li> <li>NEART (TBC)</li> <li>Workshops on relevant topics for student health and wellbeing as required</li> <li>Pastoral Care Programme, (see WSGP)</li> <li>Student Leadership Opportunities at School Events</li> </ul>	<ul style="list-style-type: none"> <li>Class Tutor</li> <li>Wellbeing Committee</li> <li>Year Head and Tutors</li> <li>Extra-curricular coordinator and staff members</li> <li>Link Teacher &amp; Team</li> <li>Outside Agency</li> <li>Co-ordinator &amp; Class Tutors</li> <li>Year Head &amp; Tutors</li> </ul>

Objective	Guidance for Some	Personnel
To provide ongoing support for students with Additional Needs	<ul style="list-style-type: none"> <li>Additional Educational Needs Plan</li> </ul>	<ul style="list-style-type: none"> <li>AEN Department</li> </ul>
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>Student Support Meetings</li> <li>Personal/Social/ Educational Counselling</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellors, Year Head, SEN, DP &amp; Principal</li> <li>Guidance Counsellor</li> </ul>
To support student voice in the school	<ul style="list-style-type: none"> <li>Student Council</li> <li>Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Parent Voice Coordinator</li> <li>Link Teacher &amp; Students</li> </ul>

Objective	Guidance for a Few	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent/ Outside Agency
Identify gifted and talented students	Participation in Centre for Talented Youth DCU	All Staff

3 <sup>rd</sup> Year		
Focus of Learning	Guidance for All	Personnel



Developing My Career Path	<ul style="list-style-type: none"> <li>Guidance Related Learning Module</li> <li>Explore My Future Evening Event 2025, (under review)</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellor</li> <li>Staff Members</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>Study Skills Workshop</li> <li>Parent Teacher Meeting</li> <li>Information Evening for parents &amp; students</li> <li>Information Evening for parents &amp; students on TY &amp; LCA routes</li> <li>Year Group Assembly</li> <li>Maths Hub</li> </ul>	<ul style="list-style-type: none"> <li>External Agency- Inspire Education</li> <li>All Staff</li> <li>Year Head &amp; DP</li> <li>Programme Coordinator, Year Head, Principal</li> <li>Year Head, DP &amp; Principal</li> <li>Mathematics Department</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>SPHE /RSE Programme</li> <li>Wellbeing Programme</li> <li>Extra-curricular Programme</li> <li>NEART(TBC)</li> <li>Pastoral Care Programme, (see WSGP)</li> </ul>	<ul style="list-style-type: none"> <li>Class Tutor</li> <li>Wellbeing Committee</li> <li>Extra-curricular coordinator and staff member</li> <li>Link Teacher &amp; Team</li> <li>Co-ordinator &amp; Class Tutors</li> </ul>

Objective	Guidance for Some	Personnel
To provide ongoing support for students with Additional Needs	<ul style="list-style-type: none"> <li>Additional Educational Needs Plan</li> </ul>	AEN Department
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>Student Support Meetings</li> <li>Personal/Social/ Educational Counselling</li> </ul>	Guidance Counsellors, Year Head, SEN, Deputy Principal, Principal
To support student voice in the school	<ul style="list-style-type: none"> <li>Student Council</li> <li>Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>Student &amp; Parent Voice Coordinator</li> <li>Link Teacher &amp; Students</li> </ul>

Objective	Guidance for a Few	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent Outside Agency

#### Transition Year

Focus of Learning	Guidance for All	Personnel
Developing My Career Path	<ul style="list-style-type: none"> <li>TY Guidance Programme, (see WSGP)</li> <li>Think Languages</li> <li>Explore My Future Evening Event 2025, (under review)</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellor</li> <li>Modern Languages Department</li> <li>Staff Members</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>Subject Choice</li> <li>Information Evening for parents &amp; students on subject choice</li> </ul>	<ul style="list-style-type: none"> <li>Guidance Counsellor</li> <li>Year Head. Guidance Counsellor &amp; DP</li> </ul>

	<ul style="list-style-type: none"> <li>• TY Graduation</li> <li>• TY Programme</li> <li>• Maths Hub</li> <li>• Year Group Assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Programme Coordinator, Year Head, Principal &amp; All staff</li> <li>• TY Coordinator</li> <li>• Mathematics Department</li> <li>• Year Head, TY Co-ordinator, DP &amp; Principal</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>• SPHE/RSE Programme</li> <li>• Wellbeing Programme</li> <li>• Extra-curricular Programme</li> <li>• TY Programme</li> <li>• NEART (TBC)</li> <li>• Pastoral Care Programme, (see WSGP)</li> <li>• Debunking the Myths</li> <li>• Lift Leadership Programme</li> <li>• Student Leadership Opportunities at School Events</li> </ul>	<ul style="list-style-type: none"> <li>• Class Tutor</li> <li>• Wellbeing Committee</li> <li>• Extra-curricular coordinator and staff members</li> <li>• TY Coordinator</li> <li>• Link Teacher &amp; Team</li> <li>• Co-ordinator &amp; Class Tutors</li> <li>• External Agency</li> <li>• Link Teacher</li> <li>• Year Head &amp; Tutors</li> </ul>

Objective	Guidance for Some	Personnel
To provide ongoing support for students with Additional Needs	<ul style="list-style-type: none"> <li>• Additional Educational Needs Plan</li> </ul>	<ul style="list-style-type: none"> <li>• AEN Department</li> </ul>
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>• Student Support Meetings</li> <li>• Personal/Social/ Educational Counselling</li> </ul>	Guidance Counsellors, Year Head, SEN, DP, Principal
To support student voice in the school	<ul style="list-style-type: none"> <li>• Student Council</li> <li>• Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>• Student &amp; Parent Voice Coordinator</li> <li>• Link Teacher &amp; Students</li> </ul>

Objective	Guidance For A Few	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent

#### 5<sup>th</sup> Year and Leaving Certificate Applied Year 1

Focus of Learning	Guidance for All	Personnel
Developing My Career Path	<ul style="list-style-type: none"> <li>• Guidance Programme RightCareers4Me Assessment/Campus Trip/Speakers</li> <li>• Explore My Future Evening Event 2025, (under review)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Counsellor</li> <li>• Staff Members</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>• Study Skills Workshop</li> <li>• Parent Teacher Meeting</li> <li>• Maths Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Year Head</li> <li>• Teachers, parents, Year Head, Principal, DP</li> <li>• Mathematics Department</li> </ul>

	<ul style="list-style-type: none"> <li>• Year Group Assembly</li> <li>• Team Maths Competition</li> </ul>	<ul style="list-style-type: none"> <li>• Year Head, DP &amp; Principal</li> <li>• Mathematics Department</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>• SPHE/ RSE Programme</li> <li>• Wellbeing Programme</li> <li>• Extra-curricular Programme</li> <li>• NEART(TBC)</li> <li>• Pastoral Care Programme,(see WSGP)</li> <li>• Student Leadership Opportunities at School Events</li> </ul>	<ul style="list-style-type: none"> <li>• Class Tutor</li> <li>• Wellbeing Committee</li> <li>• Extra-curricular coordinator and staff members</li> <li>• Link Teacher &amp; Team</li> <li>• Co-ordinator &amp; Class Tutors</li> <li>• Year Head &amp; Tutors</li> </ul>

Objective	Guidance for Some	Personnel
To provide an alternative senior cycle option for students	<ul style="list-style-type: none"> <li>• Information Evening for parents on LCA</li> <li>• LCA Programme</li> <li>• Vocational Preparation and Guidance Module</li> </ul>	<ul style="list-style-type: none"> <li>• Programme Coordinator/Year Head/ Principal/ DP</li> <li>• LCA Teachers</li> <li>• Guidance Counsellor &amp; Staff member</li> </ul>
To provide ongoing support for students with Additional Needs	<ul style="list-style-type: none"> <li>• Additional Educational Needs Plan</li> </ul>	<ul style="list-style-type: none"> <li>• AEN Department</li> </ul>
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>• Student Support Meetings</li> <li>• Personal/Social/ Educational Counselling</li> </ul>	Guidance Counsellors, Year Head, SEN, DP, Principal,
To support student voice in the school	<ul style="list-style-type: none"> <li>• Student Council</li> <li>• Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>• Student &amp; Parent Voice Coordinator</li> <li>• Link Teacher &amp; students</li> </ul>

Objective	Guidance For A Few Activity	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent/Outside Outside Agency

#### 6<sup>th</sup> Year and Leaving Certificate Applied Year 2

Focus of Learning	Guidance for All	Personnel
Developing My Career Path	<ul style="list-style-type: none"> <li>• Guidance Programme, (see WSGP)</li> <li>• Individual Meetings for students</li> <li>• Explore My Future Evening Event 2025, (under review)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Counsellor</li> <li>• Staff Members</li> </ul>
Developing My Learning	<ul style="list-style-type: none"> <li>• Study Skills</li> <li>• Information Evening for parents &amp; students on</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Counsellor</li> <li>• Year Head. Guidance Counsellor &amp; DP</li> </ul>

	CAO, Further Education, Apprenticeships, Traineeships <ul style="list-style-type: none"> <li>• 6<sup>th</sup> Year Graduation</li> <li>• Parent Teacher Meeting</li> <li>• Maths Hub</li> <li>• Team Maths Competition</li> </ul>	<ul style="list-style-type: none"> <li>• Year Head, Tutors, Principal, DP, All staff</li> <li>• Year Head, Teachers, Principal, DP</li> <li>• Mathematics Department</li> <li>• Mathematics Department</li> </ul>
Developing Myself	<ul style="list-style-type: none"> <li>• SPHE/RSE Programme</li> <li>• Wellbeing Programme</li> <li>• Extra-curricular Programme</li> <li>• NEART (TBC)</li> <li>• Pastoral Care Programme, (see WSGP)</li> </ul>	<ul style="list-style-type: none"> <li>• Class Tutor</li> <li>• Wellbeing Committee</li> <li>• Extra-curricular coordinator and staff members</li> <li>• Link Teacher &amp; Team</li> <li>• Class Tutors</li> </ul>

Objective	Guidance for Some	Personnel
To provide an alternative senior cycle option for students	<ul style="list-style-type: none"> <li>• LCA Programme</li> <li>• Vocational Preparation and Guidance Module</li> </ul>	<ul style="list-style-type: none"> <li>• Programme Coordinator/ Teachers</li> <li>• Guidance Counsellor &amp; Staff member</li> </ul>
To provide ongoing support for students with Additional Needs	<ul style="list-style-type: none"> <li>• Additional Educational Needs Plan</li> </ul>	<ul style="list-style-type: none"> <li>• AEN Department</li> </ul>
To Identify and provide in-school support to students following self/parent/ staff referral	<ul style="list-style-type: none"> <li>• Student Support Meetings</li> <li>• Personal/Social/ Educational Counselling</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Counsellors, Year Head, SEN, DP, Principal</li> <li>• Guidance Counsellor</li> </ul>
To encourage students' attendance at college Open Days of their choice	<ul style="list-style-type: none"> <li>• College Open Days</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance Counsellor</li> </ul>
To support student voice in the school	<ul style="list-style-type: none"> <li>• Student Council</li> <li>• Diversity Group</li> </ul>	<ul style="list-style-type: none"> <li>• Student &amp; Parent Voice Coordinator</li> <li>• Link Teacher &amp; students</li> </ul>

Objective	Guidance For A Few Activity	Personnel
Identify students who need to be referred to outside agency	Personal Counselling	Guidance Counsellor/ Principal/ DLP/Parent/ Outside Agency