

**Our Lady of Mercy College Beaumont**  
**Whole School Guidance Plan**  
**2024-2025**



## **Table of Contents**

|      |  |
|------|--|
| Page | Introduction   |
| 2    | WSGP team, Coordinator of Guidance, aims & objectives  |
| 3    | Mercy Ethos  |
| 4    | DEIS   |
| 5    | Guidance allocation, timetabled guidance, provision of classroom guidance/modules, digital learning support for students |
| 5    | Consultation process to identify guidance needs, partners consulted  |
| 6    | Whole-School Guidance plan – all 3 guidance areas, continuum of support model (ALL, SOME, FEW)                           |
| 7    | Guidance curricular planning (schemes of work for guidance lessons, learner outcomes, assessment)                        |
| 8    | Guidance co-curricular planning  |
| 9    | Guidance–related policies and plans (anti-bullying, confidentiality, critical incident)                                  |
| 10   | Guidance–related procedures (subject choices)  |
| 11   | Links to other subjects  |
| 11   | Transitions  |
| 12   | Student Support Team, meetings, referral systems, other supports   |
| 13   | Guidance appointments, data management, data recording, Inclusion, DARE HEAR Reasonable Accommodation                    |
| 15   | Psychometric assessment, monitoring and tracking systems   |
| 16   | Work experience programmes, procedures, reporting  |
| 16   | Support for parents (talks, presentations, resources)  |
| 16   | Links with other external partners (....)  |
| 16   | Guidance communication systems, online guidance programmes & sharing platforms   |
| 17   | Attendance at guidance counselling supervision & CPD   |
| 17   | Internet Safety  |
| 17   | Date approved by board of management   |

## **Introduction**

### **Our Mission Statement**

The core values of Our Lady of Mercy College are respect for all and the nurturing of individual potential, academically, spiritually, and culturally, as a member of the school community and in the spirit of Mercy Ethos.

### **The Mercy Ethos**

Mercy Education is committed to ongoing whole-school development in collaboration and partnership with the Board of Management, Staff, Pupils, Parents and the wider community. Our school was founded by the Sisters of Mercy in 1967 and became part of CEIST in 2007. Our current student population is approx 380



CEIST (Catholic Education, an Irish Schools Trust) was established by five Catholic Religious Congregations – Daughters of Charity, Presentation Sisters, Sisters of the Christian Retreat, Sisters of Mercy, and Missionaries of the Sacred Heart – to provide a sustainable moral and legal trustee framework for post-primary Catholic education in Ireland. Rooted in the founding vision of its Congregations, CEIST emphasises the dignity and rights of individuals, empowers the vulnerable, and prepares young people to be agents of social transformation. The Trust is dedicated to fostering inclusive, hospitable, excellent, and compassionate learning environments inspired by Gospel values and the wisdom of its Founders. CEIST promotes collaborative school faith communities, supports staff in their essential roles, and addresses the evolving needs of youth. Engaging in ecumenical dialogue, CEIST values its Catholic identity while working with other Christian traditions and all people of goodwill to advocate for the poor, justice, and environmental stewardship, respecting diversity.

## **WSGP team, Co-ordinator of Guidance, aims & objectives**

The Whole School Guidance plan has been created by a team including: Principal, Deputy Principal, Guidance Counsellor and staff. The WSG team meet throughout the year (2023/2024) and now 2024/2025 are responsible for the collation of data from students, parents and staff, which will inform the areas of priority, in line with DEIS.

DES states NCGE (2024) defines the Whole School Guidance Plan as “Guidance is, by definition, person-centred and holistic. Guidance supports students' personal and social, educational and career development. Guidance facilitates and empowers students to make informed decisions and life choices. Guidance plays a significant role in supporting students' wellbeing and contributes to building internal and external resilience. WSG is the contemporary model for guidance in post-primary schools. WSG supports the implementation of a large and varied range of learning experiences provided to students in a progressive sequence, and focuses on personal/social development, educational development and career development. These experiences include classroom learning, group work and one-to-one meetings. The WSG programme is provided in order to meet the identified guidance needs of the school community (parents/guardians/carers and students). Each school should have a WSG plan in place. Information Note 0001/2024 details all aspects of WSG and provides practical examples of how it may be operated in schools. WSG is the responsibility of the entire school community. WSG activities should be based on the needs of the school. It may be planned for and implemented by a nominated guidance team, within which the guidance counsellor plays a pivotal role.

Guidance is a whole school activity and our approach is collaboratively developed. This collaboration involves a variety of approaches such as feedback from inspection reports, parental and student surveys. This whole School activity is undertaken as a means of supporting the needs of students. As a School we believe it is important that all members of staff fully recognise and ensure that guidance permeates every aspect of school life.

This Guidance plan has evolved for the purpose of providing guidance to students. It outlines the school's approach to guidance generally and explains how students are supported and assisted in making choices and successful transitions in the personal and social, educational and career areas. It gives formal structure to a whole-school approach to this provision. Additionally, it informs parents, students and teachers that guidance will be delivered in an integrated and proactive way. The guidance plan also distinguishes between the competencies available within the school to support a student in situations where referral to the Health services or advising parents on the need to consider individual referral to a medical professional is warranted.

## Aims and Objectives

The Whole School Guidance Plan aims to:

- Set out the learning experiences and activities of the guidance programme
- Reflect the needs of both Junior and Senior Cycle students
- Achieve a balance in the provision of personal/social, educational and career guidance offered to students.

The objectives of this Whole School Guidance plan enable students achieve the following outcomes:

- To clarify educational, social and career goals
- To address personal issues
- To identify and explore opportunities
- To grow in independence and take responsibility for themselves
- To make informed choices about their lives and follow through on these choices
- To support the development of every student
- To acknowledge and support each person's role in the school community
- To provide an environment where each individual can develop self-esteem and a sense of personal responsibility
- To provide an environment where each individual can develop a place in society and a responsibility to society
- To nurture teaching and learning so that each individual can reach his or her full potential
- To monitor the well-being of all students
- To apply best practice in the protection of students and the promotion of their welfare, within the resources available in accordance with DES and School Child Protection Policy
- To work effectively with statutory authorities and outside agencies as and when required
- To ensure that any allegations of abuse are dealt with justly and promptly in accordance with the Children First Guidelines 2017.
- Roles of the Yearheads and Tutors

## DEIS

Reflection is vital to sustain good practice and identify areas for improvement. In line with Self-evaluation, the WSG team reflect on teaching methodologies, strategies used in school, in class & student achievement and modify teaching and learning strategies to improve learning outcomes for students.

### Examples of DEIS Targets for 2024/25

| <b>Theme</b>             | <b>Whole-school DEIS targets 2022-2025</b>   |
|--------------------------|--|
| Retention                | The number of students currently in senior cycle (6th Year) was at least 90% as of May '23, 24, and 25.  |
| Attendance               | Increase the percentage of students with an attendance rate greater than 90%. Currently at 34%, the target is to raise increase to 44%   |
|                          | Increase the percentage of students whose attendance is between 80% - 90%. Currently at 22%, raise by 10% to 32%   |
| Literacy                 | Increase the number of students achieving over 85 standardised scores in spelling—the percentage will be determined once baseline data has been collected.   |
| Numeracy                 | To increase students' confidence in applying Numeracy Skills across all relevant subject areas. First-year (22/23) students were surveyed to obtain a mean score for overall confidence in applying Numeracy Skills. Year 1: 12% increase in the overall mean score for the target group , Year 2: 10% increase... Year 3: 8% increase.... |
| Attainment               | To decrease the percentage of LC students taking 3 or fewer HL subjects from 32% to 28% in 2023 (approx 3 students)  |
| Transitions              | To reduce the number of students identifying as “very worried” to under 10% in organisation and socialisation.   |
| Partnership with Parents | To increase the number of targeted parents attending parent-teacher meetings and information events by 20 per cent each year.  |
| Partnership with others  | To strengthen and increase the number of partnerships between our school and other agencies within the local community.  |

## **Guidance allocation, timetabled guidance, provision of classroom guidance/modules, digital learning support for students**

The Guidance Allocation for this year, 2024/2025 is 1.42 teachers or 31.2 hours per week.

The Guidance Allocation for this year, 2023/2024 is 1.57 teachers or 34.5 hours per week.

The Guidance Allocation for next year 2024/2025 is 1.55 teachers or 34.2 hours per week.

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students receive Guidance Related Learning through their Guidance module. Students use Wellbeing 1,2, 3 by Brian Comerford

5<sup>th</sup> and 6<sup>th</sup> year students receive an 11 week module (60 minute class a week) on Career Guidance. Students use Classroom Guidance book (by Brian Comerford) and Careers Portal

## **Consultation process to identify guidance needs, partners consulted**

Whole Staff presentation and Departmental feedback on guidance related learning, what's working well and potential improvements. Parent/Guardian surveys and student surveys were administered in order to identify what's working well and current needs.

Student Voice is recognised in our school as a vital tool for development of our practice – student voice is reflected in our planning. Feedback received guides the focus of planning for WSG.

The WSG team plays a vital role in coordinating and informing effective practice.



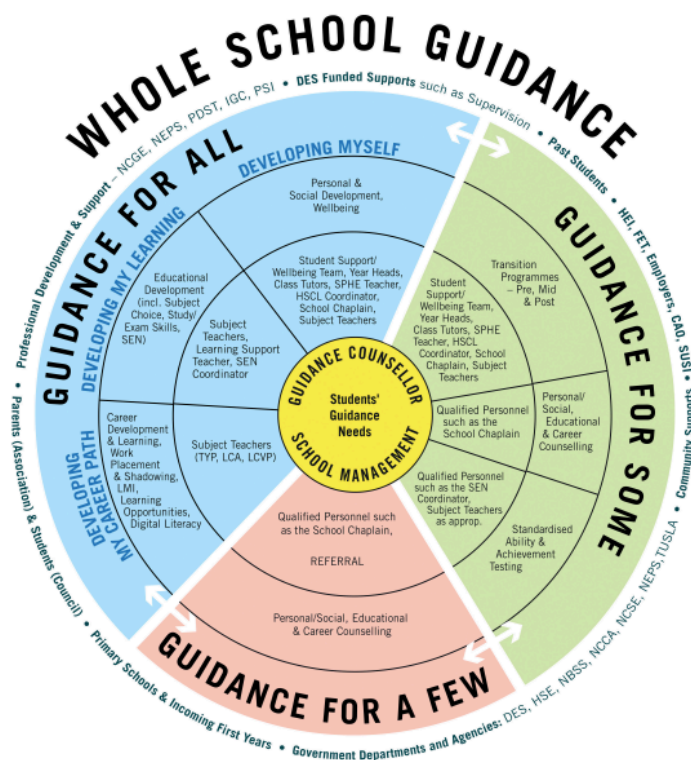


## **Whole-School Guidance programme plan – all 3 guidance areas, continuum of support model (ALL, SOME, FEW)**

A continuum of support model is applied to the Borrisokane Community College guidance programme. In applying the continuum, our whole school guidance programme aims to meet the needs of students along a varied range, from a whole school approach to group and individualised approaches. The continuum model can be applied as follows:

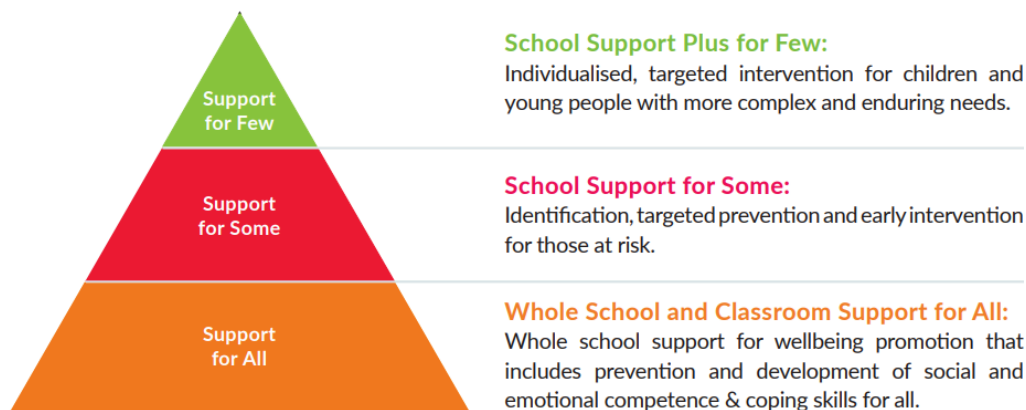
- A) Guidance For All – provided to all students to support personal & social, educational, and career development, and students making transitions (incoming first years, junior cycle to senior cycle and from senior cycle into apprenticeships, FET, HE and employment). The guidance counsellor as the specialist 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 (TY, LCA and LCVP).
  
- B) 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 pastoral care team, SPHE teacher, SEN Coordinator, year heads and class mentors.

C) 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 support should be employed. In the event of a protracted referral the guidance counsellor/ staff member may need to provide continued support to the student.



## Continuum of Support

In line with best practice, the Continuum of Support offers a flexible framework within which schools can address all educational needs, including wellbeing needs (DES & NEPS, 2007, 2010a, 2010b)



## Guidance curricular planning (schemes of work for guidance lessons, learner outcomes, assessment)

Areas of Learning and Competences Guidance-related learning starts in early childhood education and continues through students' primary and post primary education. As part of this holistic development, students in Borrisokane Community College are exposed to 3 areas of guidance-related learning so as to allow them develop in 8 areas of competence (Figure 2 below courtesy of NCGE: A Whole School Guidance Framework, Page 16). These areas of learning aim to build on the learning that students will have experienced during their years in primary education

### Areas of Learning

### Competences



Outcomes are presented as indicative competences in this plan relating to the three areas of learning. These outcomes relate to the development of self-awareness and self-knowledge, knowledge of learning and work opportunities, and applying this knowledge to make effective transitions and decision making. These competencies are built upon in a variety of School programmes such as:

Junior Cycle - The three areas of learning and associated competences are linked with the Principles underpinning the Framework for Junior Cycle, a number of the Framework Statements of Learning and Key Skills. The whole school guidance programme is linked to Key Skills such as Managing Myself, Managing Information & Thinking, Staying Well, Communicating and Working with Others. The guidance counsellor has a role in planning, coordinating and delivering guidance-related learning associated (Guidance for All) with the relevant Key Skills and in providing more intensive interventions to those students who need it through 'Guidance for Some' and 'Guidance for A Few' approaches.

Wellbeing - SPHE and guidance related learning are two of the main pillars of Wellbeing. Wellbeing is linked to the Staying Well key skill of the Framework for Junior Cycle. The eight competences can be linked with five of the six indicators of Wellbeing – Responsible, Connected, Resilient, Respected and Aware. The guidance department plays a role in supporting planning for and delivery of the learning outcomes associated with Wellbeing indicators.

Senior Cycle - At senior cycle (including LC, & TY) the RE/SPHE curriculum and Guidance Programmes can be used to plan learning outcomes in Developing Myself for students. All school staff involved in these programmes work together to ensure a consistent approach is taken in supporting student achievement of the learning outcomes. This collaboration also helps to minimise any repetition/overlap in the provision of teaching and learning experiences in this area

### **Guidance co-curricular planning (trips, speakers, career fairs, open days, college awareness week)**

Guidance Counsellors organise educational trips to HEIs, FET centres inclusive of PLC courses and apprenticeships, and exhibitions such as Higher Options, World Skills for Senior Cycle students. Priority is given to sixth year students. Students must wear their school uniform and normal school rules apply. Students can arrange to attend other Open Days with their parents/guardians if they wish to do so.

Speakers from HEIs, FETs, apprenticeships and the world of work visit our Senior Cycle students throughout the year. These are organised based on student interest.

During College Awareness Week in November, student voice leads the activities including: guest speakers from HEIs, careers, apprenticeships etc. Teaching Junior Cycle students about a particular area such as HEI, CAO, useful career-focussed websites such as Careers Portal. Other activities include teachers sharing their educational and career journey or careers linked to their subject. Students get involved in planning of tasks and activities therefore, content changes each year. We share the activities on the school Twitter and Google classroom (in line with GDPR). We hold competitions like "Design your College ID" or Quiz "Guess where your teachers went to college".

## **Guidance–related policies and plans (anti-bullying, confidentiality, critical incident)**

The Education Act (1998), Section 9(c) states that a school shall use its available resources to: Ensure that students have access to appropriate guidance to assist them in their educational and career choices.

This plan is being developed in response to relevant legislation and resource documents. Guidance is a statutory requirement for schools under Section 9 (c) of the Education Act 1998: ‘to ensure that students have access to appropriate guidance to assist them in their educational and career choices’.

Other requirements and guidelines include:

- The “Guidelines for Second-Level Schools on the Implications of Section 9(c) of the Education Act 1998, relating to students “Access to Appropriate Guidance” (DES 2005) state that ‘the school’s guidance plan is a whole school responsibility’
- Planning the School Guidance Programme. National Centre for Guidance in Education (NCGE),2004
- Guidelines for Second Level Schools on the Implications for Section 9 (c) of the Education Act 1998, relating to students” access to appropriate guidance. Inspectorate, Department of Education and Skills, 2005
- Looking at Guidance, Teaching and Learning in Post-Primary Schools Inspectorate Department of Education and Skills, 2009 4 | Page
- Circular 0009/2012, “Staffing arrangements in Post-Primary Schools for the 2012/13 school year” restates this position: ‘each school develops collaboratively a school guidance plan as a means of supporting the needs of its students.’ It is against this backdrop and in the context of the decision in Budget 2012 to withdraw the provision for ex-quota guidance hours to schools that this whole school guidance plan was originally prepared supported by ‘The Framework for Considering Provision of Guidance Post-Primary Schools’ issued in 2012 by ACCS, ETBI, JMB and NAPD.
- Circular Letter 0010/2017 Approved Allocation of Teaching Posts 2017/18 School Year (DES, 2017a) provides a separate guidance allocation to schools by reducing the Pupil-Teacher Ratio (PTR).
- Circular 0011/2017, “Community & Comprehensive School Approved Allocation of Teaching Posts 2017/18, “The Minister requires schools to adjust their Guidance Plans to meet Action 9.1 in Action Plan for Education 2017, which states that the Guidance Plan should “include specified time allocation for guidance counsellors to be available for one to-one guidance counselling and time allocation for the role in supporting the organisation and work of the Student Support Team”
- NCGE, 2017, A Whole School Guidance Framework
- Circular Letter 0015/2017 Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2017/18 and 2018/19 (DES, 2017d) highlights that Wellbeing, a new area of learning

- 'A Whole School Guidance Framework' issued in 2017 by the NCGE which supports schools in the planning and provision of a whole school approach to guidance.
- Circular 0008/2018, "Community & Comprehensive School Approved Allocation of Teaching Posts 2018/19"

Other school policies which support Whole School Guidance include: Admission, Anti-Bullying, Substance Use, Trips, Health & Safety, Attendance etc.

## **Guidance –related procedures (subject choices, change of level)**

### **Subject Options (Junior)**

Each first year student will take three subjects from the following list: Art, Business, French, German, Home Economics, Music Science

An information session is provided for students during school time and parents/guardians at night regarding subject options and one to one appointments are available on request for students to assist them in making their choices. Every effort is made to facilitate students regarding their choices however due to timetabling or staffing restraints students may not always get their first preferences.

### **Subject Options (Senior)**

Students choose subjects in third year or TY depending on their choice of options after Junior Cert.

The following option subjects are offered in fifth year:

Art, Biology, Physics, Chemistry, Home Economics, Geography, History, French, German, Business, Accounting, Music, Physical Education, Leaving Certificate Religious Education.

Students are assisted in their choices by individual appointments with the Guidance Counsellor and by means of Guidance classes. An information session is provided for parents regarding senior cycle options. All subject teachers give a talk to all students in relation to their own subject areas as regards content, time commitment and suitability.

### **Changing Subjects and levels**

It is essential that students meet with the Guidance Counsellor to discuss the implications of dropping a subject or changing levels.

## **Links to other subjects**

Our Whole School Guidance approach consists of liaising with subject teachers; the SEN Department; Transition Year Coordinator; LCVP Coordinator;; Year Heads and management to promote cross curricular links with a view to enhancing the development and delivery of the Whole School Guidance Plan. As an example, liaising with staff facilitates informed decision making regarding subject choice. Staff support students and Guidance Counsellors in identifying individual aptitudes and interests within specific subject areas and curriculum content. Links with subject teachers assist students towards informed decision making through current information relating to subject curriculum. In addition, the collaborative links with SPHE and Guidance lessons, assist the Guidance team towards identifying social, emotional and personal developmental programmes to support the emerging needs of individual students and groups. Career exploration during careers classes identify the relevant links to subjects.

## **Transitions**

Extra support is provided for students during periods of transition. An orientation programme was developed for incoming First years during the school year 2023/2024. Feedback from students was positive and this process has continued. SPHE and Guidance classes dedicate their learning at the start of the academic year to settling in, making friends, learning about school life and knowing where to go for support.

Sixth year students are prepared for the transition to college life, apprenticeships and the world of work in guidance classes and by visits from third level college personnel.

In relation to new students that have transferred from other schools the Year Head and tutor will link in with the student over the first term to ensure their transition is smooth. The Student Support Team also monitors new students and establishes interventions if required.

Since 2023/2024 our engagement with the Helping Hands Programme assists students in first year to ease the transition into secondary school. The School Principal and the school promotions Team visit Primary schools. The Helping Hands Team will train staff members in its use and this will identify students in need of support for the SST Team. Appropriate support will be decided by the SST Team at the weekly SST meeting

## **Student Support Team, meetings, referral systems, other supports**

The Student Support Team was set up in September 2007. It consists of the Principal, Deputy Principal, Guidance Counsellor, a Learning Support teacher, Home School Liaison and Year Head. The team meets once a week for 60 minutes. The aim of the team meeting is to identify students at risk and as a group to devise strategies tailored to the students' needs by means of the in-house support available and outside agencies if necessary or available. The regular meetings allow continuous review of school policies and procedures regarding promoting the emotional health and wellbeing of the school.

If a teacher is worried about a student, they are encouraged to speak to the Year Head and complete a Referral form. This is given to a member of the Student Support Team. The role of the Student Support Team is as follows:

- ② developing and maintaining a safe and caring environment within the school where a sense of belonging and connectedness is fostered;
- ② building positive teacher-student and student-student relationships to promote participation, social interaction and pro-social behaviour;
- ② actively involving young people and their parents/guardians in developing and implementing school policies to support mental health and health promotion;
- ② adopting a whole-school approach to health promotion, where health is promoted by all and not just by a few members of staff;
- ② supporting and implementing a well-planned, consistent and integrated SPHE/ RSE curriculum to enable young people enhance their coping, resilience, communication, conflict resolution, and problem-solving skills.

“Young people who are emotionally or mentally healthy achieve more and engage actively in school and community life” (Weare, 2000).

The Principal retains minutes of the weekly meetings and these are available for the SST to review..

## **Guidance appointments, data management, data recording Inclusion, DARE HEAR Reasonable Accommodation**

### **Career Guidance Appointments**

Career Guidance can be defined as empowering students to recognise their talents and abilities, to make informed choices and also to take responsibility for their own futures. Priority is given to 6th years for Career appointments. Appointments for others depend on availability/ urgency of the issue concerned.

Career Appointments typically include the following:

- Analysis of the CAT4 test
- Analysis of Career Interest test (Careersportal.ie)
- CAO points predictor
- Discussion around the options available to the student.
- Possible Career Action plan

Students are supported throughout the CAO if they wish to avail of this service. It is the ultimate responsibility of each student to make the application themselves. A CAO Parent’s information night takes place in the school in November prior to the CAO closing date of February 1st.



## **Guidance Counsellor:**

The role of the Guidance Counsellor in relation to students with AEN consists largely of the following functions (*Post Primary Guidelines, p.79*):

- Regularly liaising with the AEN Core Team in relation to the needs of AEN students
- Counselling in personal, educational and career development; Supporting the Well-being and Pastoral Care of students.
- Personal and social development.
- Career information management.
- Consultation with community organisations.
- Vocational preparation: job search skills, preparation for work experience.
- Referrals to other professionals and agencies when required.
- Participation in the Junior and Senior Student Support Teams.
- Liaising with Learning Support teachers who will conduct relevant testing for DARE applications.
- Evaluation of the Guidance and Counselling needs and services.

## **Personal Counselling**

The guidance counsellor works under the IGC Code of Ethics when counselling students. The guidance counsellors conduct competence, confidentiality, and consent of the client during professional personal, educational and vocational counselling.

Guidance Counselling is offered to students where necessary by the Guidance Department. Students are offered up to and including six sessions, the first 3 are weekly and the last three bi-weekly. This is the suggested schedule but it can change depending on the student's needs. If appropriate, the GC refers the student to the appropriate agency such as DLP, where parents are advised to make doctor's appointments for their child.

The counselling style used at Our Lady of Mercy College is person centred. The Counsellor tries to see the clients as they currently view themselves and gives the student a space to discuss issues without judgement. Students attending the guidance counsellor for counselling will be informed of confidentiality and the limitations of confidentiality.

The counselling duties can be summed up as follows:

- to assist pupils through temporary crises;
- to help pupils with normal developmental problems;
- to note signs of abnormal disturbance;
- to support teachers who are helping individuals in their care;
- to refer to cases needing specialist treatment.

Students may attend the Guidance Counsellor at any time and most especially in a time of crisis. The Guidance Counsellor's duty is to provide and to take care of the students that present themselves in the guidance office for counselling. If and when a case needs to be referred, at the start of the intervention, the student will have been made aware of the confidentiality policy in place in alliance with the Institute of Guidance Counsellors code of ethics.

### **Protocol for meetings with Guidance Counsellors**

Meetings are by appointment. The SST Team identifies students in need of counselling support or students may self refer. The Guidance Counsellor will arrange an appointment with the student. The class teacher/yearhead will be informed of this.

### **Confidentiality**

The Guidance Counsellor will take all reasonable steps to preserve confidentiality bearing in mind the legal limits that exist. The Guidance Department provides career guidance and support to students throughout their time in school. In order to provide the best service to students, the Guidance Counsellor will refer to personality and career interest tests, along with aptitude tests such as CAT4. Their pre-Vocational interview Google Form During Careers class and one-to-one appointments, students are informed of this. Data is stored in a password protected computer or locked filing cabinet in a locked room. Data will be captured in order to best facilitate students' needs for personal, educational and career guidance. Data will only be shared with third party organisations (such as employers, universities, social workers) in order to fulfil obligations to the student.

### **Personal Counselling Record Keeping**

The Guidance Counsellors operate the following record-keeping procedures:  
Detailed records of all personal counselling and careers/vocational guidance interviews are kept as follows:

- Guidance records are kept for 7 years after the students leave school.
- The detailed records of personal counselling sessions should contain some of the actual words and phrases used by the student and the student should be informed of all matters pertaining to confidentiality between the counsellor and the student.
- The Counsellor should ideally write up notes as soon as possible after the session to ensure accuracy and precision.

### **Responding to Child Abuse**

Ms Maura Gray, School Principal is the Designated Liaison Person (DLP) Ms. Ciara Howard Deputy Principal is the Deputy Designated Liaison Person (DDL). Any reports of child abuse are instantly referred to the school's DLP. The DDL will be contacted if the DLP is not available. All action taken will be in accordance with Children's First Guidelines, the Education Act and the schools policies and procedures.

### **Reasonable Accommodations at Certificate Education (RACE), Disability Access Route to Education (DARE), Higher Education Access Route (HEAR).**

The SEN Team monitors and assess students and where required, request additional accommodations from the SEC. A Guidance Counsellor attends the weekly Special Educational Needs meeting.

Students learn about HEAR and DARE during Careers class and are reminded that it is up to the individual student to apply for these schemes. The SEN Department and Guidance Department support students with this task.

### **Psychometric assessment, monitoring and tracking systems**

First year students and 3<sup>rd</sup> year, complete the following screening tests: CAT4, New Group Reading Test (NGRT), Progress Test in Maths (PTM).

Testing is done in order to identify strengths and weaknesses of the student and to support them in the best way possible such as in class interventions and resource learning.

A Student Support File is created for every student receiving additional support from the school. This is available to teaching staff on the shared drive. The SET coordinators update this at the start of each school year and throughout where appropriate.

These tests are referred to, where appropriate, by year head, Guidance department, mentoring and SET.

### **Work experience programmes, procedures, reporting**

Transition Years students will be on work experience on two separate occasions. The first week of work experience will take place from 2nd September The second period of work experience will take place from 6th Jan 2025.

LCVP students will also complete a week of work experience. This week of work experience will also take place during the year.

TY Coordinator is responsible for overseeing Work Experience. During the time of work experience, class teachers are asked to phone the employer and check on the progress of the students.

### **Support for parents (talks, presentations, resources)**

The School hosts presentations for parents and guardians on areas such as settling in, school supports, subject choice, CAO etc. Our school website is regularly updated with these presentations. The website also has a Guidance page for all to access. Parents are welcome to make an appointment to meet the Principal, Deputy Principal, Year Head, Guidance Counsellor or SEN coordinator. Guidance Counsellors also attend Parent Teacher meetings and HSLO.

### **Links with other external partners (BIC initiatives, access initiatives, STEM)**

The Whole School Guidance Plan endeavours to work in collaboration with external organisations as an integrated approach towards supporting students' informed decision making. Links with external partners assist students towards confident educational and vocational outcomes. The Whole School Guidance Plan aids to develop an awareness and promote local and national partnerships in relation to vocational choices. As an example, the Guidance Department collaborates with Career Ready Programme.

### **Guidance communication systems, online guidance programmes, sharing platforms**

Whole School Guidance provision incorporates online classroom-based learning experiences that are relevant to the objectives of the school guidance programme. As an example, senior cycle students engage with career-based activities available on websites such as classroom guidance.ie; Qualifax.ie and careersportal.ie. Such activities support career preparation through access to areas such as study skills, values clarification and career exploration. The guidance department supports students' awareness of current career related information through the use of available resources for the provision of guidance such as the school guidance website and social media sharing platforms.

### **Attendance at guidance counselling supervision & CPD**

The Guidance Department keeps abreast of on-going changes in the areas of training, education, work and child welfare. The Board of Management and School Management facilitate attendance of the guidance counsellor at relevant CPD, inclusive of IGC events and during the school year. CPD informs good practice relevant to the Whole School Guidance Plan. Guidance The Counsellor attends Counselling Supervision.

## Internet Safety

Schools and teachers play a vital role in engaging students in online safety and helping them to develop key digital literacy skills that will equip them with the knowledge to use the internet and technology in a safe and effective way. **Our Lady of Mercy College ensures that:**

- Internet sessions will always be supervised by a teacher.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- Students will be provided with training in the area of Internet safety and this topic is covered in the guidance class.
- Uploading and downloading of non-approved software will not be permitted.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.
- Local community Gardai visits.

## **2024 to 2025 Whole School Guidance Working Document**



Whole School Guidance is a holistic process where all members of staff are in many ways involved in providing guidance to students across a variety of dimensions - personal and social, educational and career and during points of transition. A Whole School approach ensures our school maximizes its guidance resources for ALL, SOME and a FEW students.

**Career Guidance** includes Year reasoning ... such as as employment rights and duties, job opportunities, vocational education and training, further education, job and interview preparation, career

research and career / course information, work experience, talks and work visits.

**Educational Guidance** would include areas such as subject / course choices, subject level discussions, motivation and learning, study skills, learning related problems, psychometric testing.

**Personal and Social Guidance** would include developmental skills crucial to the students' education and careers e.g. self-awareness, decision making skills, planning, coping strategies, managing relationships, talks and workshops.

In order to keep track of all the good work being done in the school in Whole School Guidance, we would ask you to add the events/actions you are doing/undertaking to the chart below.

***NB: I have filled in as many whole school guidance activities as I can think of, that we do as a school. If I have added one for your subject/role please edit, delete or add as you see fit. Please feel free to link in with me if you are unsure. I will do my best to help. I attach the link below for more information (pgs 13-15 are helpful)***

***Thanks Eimear***

<https://www.pdst.ie/sites/default/files/NCGE-PP-WholeSchoolGuidanceFramework-PDF-EN.pdf>

| Event                       | For All (A), Some (S), Few (F)   | Department   | When                       | Career Guidance | Educational | Personal |
|-----------------------------|----------------------------------|--|----------------------------|-----------------|-------------|----------|
| <b>Incoming First Years</b> |                                  |  |                            |                 |             |          |
| Open Night                  | A (Incoming 1st years & Parents) | All staff  | Sept.25                    | X               | X           | X        |
| Entrance exams              | A (Incoming First Years)         | YH, P, DP  | Jan                        | X               | X           |          |
| Co-Lab with primary schools | S                                | Links with local primary schools eg; subject tasters, tour of the school | Sept 3rd 4th 5th 6th class |                 | x           | x        |

|   |   |  |                      |   |   |   |
|---|---|--|----------------------|---|---|---|
| Primary school visits   | S | P or DP visit local primary schools                    | ?                    |   | X | X |
| <b>First Years</b>  |   |  |                      |   |   |   |
| First Year Orientation  | A | Principal, Deputy Year Head, Tutors & Transitions Team | August               | X | X | X |
| Buddy system with prefects  | A | Post holder Tutor Yh                                   | Through out the year |   |   | X |
| First years information booklet/tour school/map                                     | A | Transitions Team Tutors                                | Sept                 |   |   | x |
| Subject content eg: Business planning and Budgeting money                           | S | Class teacher  | Through out the year | x | x | x |
| Class content: Science/physics How things work (sun how to get your kettle to boil) | S | Class teacher  | Through out the year | x | x |   |
| Class content: Science eg; healthy eating   | A | Class teacher  | Through out the year |   | x | x |
| Class content: SPHE/Home EC eg; Personal hygiene                                    | A | Class teacher  | Through out the year |   | x | x |
| Helping hands   | A | DP, Class teacher, HH team, YH                         | A?(All years)        |   | x | x |
|   |   |  |                      |   |   |   |
| Games Club  | A | Teachers   | Through out the year |   |   | x |
| Guidance module:  | A | GC   | 10 week module       | X | X | X |

|  |   |                                     |                      |   |   |   |
|--|---|-------------------------------------|----------------------|---|---|---|
| GC class Visits  | A | GC                                  | Sept                 |   |   | X |
| Trick or treat for Temple st   | A | Teacher volunteers?                 | Oct                  | X | X | X |
| Pride day (eg home Ec baking rainbow cookies)  | S | Home Ec teacher                     | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)  | S | Irish teacher                       | March                | X | X | X |
| Kenwood young chef   | S | Home Ec. depart                     | Jan                  | X | X | X |
| Bake sales   | S | Teacher volunteers                  | Through out the year | X | X | X |
| Tutor class topics: eg Managing stress/study/homework                                | A | YH, tutor                           | Through out the year |   | X | X |
| YH/tutor/Teacher observations of students interactions each other/home/1:1 check ins | A | Class teacher<br>Tutor<br>YH        | Through out the year |   | x | X |
| Open night volunteering  | A | All staff<br>School promotions team | Sept                 | X | X | X |
| Mini Company   | S | Business depart                     | Dec                  | X | X | X |
| Work experience (TY)   | S | TY coordinator                      | Through out the year | X | X | X |
| Co-Lab with St Davids TY(Home Ec and Digital, Tech Graph)                            | S | TY coordinator<br>Subject teacher   | Through out the year | X | X | X |
| Community guard visit (All years)  | A | Gardai Alan walsh                   | Through out the yea  |   |   | x |



|   |                     |                         |                      |   |   |   |
|---|---------------------|-------------------------|----------------------|---|---|---|
| Rounders/Sports Day Students v Teachers | A                   | PE Depart<br>All staff  | May                  |   |   |   |
| Social Badminton                        | S                   | Staff volunteers        | Through out the year |   |   | X |
| Circuit training class                  | S                   | Staff volunteers        | Through out the year |   |   | X |
| Year group bonding Trip                 | A                   | YH Tutors               | Through out the year |   |   | X |
| Parents Teacher meeting                 | A                   | All Staff               | Once yearly          | X | X | X |
| Prize Giving/Awards                     | A                   | All Staff               | May Assemblies       |   | X | X |
| Opening School Mass                     | A                   | All Staff               | Sept                 |   |   | X |
| Subject Trips                           | S                   | Class Teacher           | Through out the year | X | X | X |
| Maths Week                              | A (All Year Groups) | Maths Depart.           | Oct                  | X | X |   |
| Maths Club                              | A (All Year Groups) | Volunteers Maths Depart | Through out the year |   | X | X |
| Homework Club                           | A (All Year Groups) | Staff Volunteers        | Through out the year |   | X | X |
| Modern Languages and Culture Week       | S (All Year Groups) | Language Department?    | Through out the year |   | X | X |
| College Awareness Week                  | A (All Year Groups) | GC and all staff        | Nov                  | X | X | X |

|                                      |                              |   |   |   |   |   |
|--------------------------------------|------------------------------|---|---|---|---|---|
| Friendship Week                      | A                            | GC  | Feb                                     |   |   | X |
| Assembly (whole school & year group) | A (All Year Groups )         | Principal, DP, YH                         | Through out the year                    |   | X | X |
| Tutor class                          | A (All Year Groups )         | Tutors YH                                 | Through out the year                    |   | X | X |
| College Awareness Week               | A (All Year Groups )         | GC, Careers Prefect, teaching staff, SNAs | Nov                                     | X | X | X |
| Student Council Training Day         | F (members student Council ) | Post holder                               | Aug                                     | x |   | X |
| Seachtain na Gaeilge                 | A (All Year Groups )         | Irish Depart.                             | March                                   | X | X | X |
| Eco Committee                        | A(All year groups)           | Staff Committee members                   | Through out the year                    |   | x | x |
| History Week                         | A(All year groups)           | History Department                        | 1 week outlines at start of school year |   | x | x |
| Sci Fest                             | S                            | Science Department                        | March                                   | x | x | x |
| Science week                         | A(All year groups)           | Science Department                        | Nov                                     |   | x | x |
| Marie Keating Foundation Talks       | A(All year groups)           | Religion Department                       | Through out the year                    | x | x | x |
| Extra curricular                     | S                            | Teacher                                   | Through                                 |   |   | X |

|   |   |                                |                      |   |   |   |
|---|---|--------------------------------|----------------------|---|---|---|
| clubs/activities<br>Badminton<br>Basketball<br>Gaelic (GAA)<br>Rugby<br>Soccer  |   | Volunteers                     | out the year         |   |   |   |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club<br>Language club | S | Teacher<br>Volunteers          | Through out the year |   |   | X |
|   |   |                                |                      |   |   |   |
|   |   |                                |                      |   |   |   |
| <b>Second Years</b>   |   |                                |                      |   |   |   |
| Helping hands   | A | DP, Class teacher, HH team, YH | A?(All years)        |   | x | x |
| Games Club  | A | Teachers                       | Through out the year |   |   | x |
| Guidance module:  | A | GC                             | 10 week module       | X | X | X |
| GC class Visits   | A | GC                             | Sept                 |   |   | X |
| Pride day (eg home Ec baking rainbow cookies)   | S | Home Ec teacher                | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)   | S | Irish teacher                  | Nov                  | X | X | X |
| Kenwood young chef  | S | Home Ec. depart                | Apr                  | X | X | X |
| Bake sales  | S | Teacher volunteers             | Api                  | X | X | X |
| Tutor class   | A | YH, tutor                      | Through              |   | X | X |

|   |   |   |                            |   |   |   |
|---|---|---|----------------------------|---|---|---|
| topics: eg<br>Managing<br>stress/study/homework   |   |   | out the<br>year            |   |   |   |
| YH/tutor/Teacher<br>observations of<br>students<br>interactions each<br>other/home/1:1<br>check ins | A | Class teacher<br>Tutor<br>YH              | Through<br>out the<br>year |   |   | X |
| Open night<br>volunteering  | A | All staff<br>School<br>promotions<br>team | Sept                       | X | X | X |
| Mini Company  | S | Business<br>depart                        | ?                          | X | X | X |
| Work experience<br>(TY)   | S | TY co ordinator                           | Through<br>out the<br>year | X | X | X |
| Co-Lab with St<br>Davids<br>TY(Home Ec and<br>Digital, Tech<br>Graph)                               | S | TY co ordinator<br>Subject teacher        | Through<br>out the<br>year | X | X | X |
| Community<br>guard visit (All<br>years)   | A | Alan Walsh                                | Through<br>out the<br>yea  |   |   |   |
| Rounders/Sports<br>Day Students v<br>Teachers   | A | PE Depart<br>All staff                    | May                        |   |   |   |
| Social<br>Badminton   | S | Staff volunteers                          | Through<br>out the<br>year |   |   | X |
| Circuit training<br>class   | S | Staff volunteers                          | Through<br>out the<br>year |   |   | X |
| Year group<br>bonding<br>Trip   | A | YH<br>Tutors                              | Through<br>out the<br>yea  |   |   | X |
| Parents Teacher<br>meeting  | A | All Staff                                 | Once<br>yearly             | X | X | X |
| Prize<br>Giving/Awards  | A | All Staff                                 | May                        |   | X | X |

|  |                      |   |                      |   |   |   |
|--|----------------------|---|----------------------|---|---|---|
| Opening School Mass                    | A                    | All Staff                                 | Sept                 |   |   | X |
| Subject Trips eg Geography field trip: | S                    | Class Teacher                             | Through out the year | X | X | X |
| Maths Week                             | A (All Year Groups ) | Maths Depart.                             | Oct                  | X | X |   |
| Maths Club                             | A (All Year Groups ) | Volunteers Maths Depart                   | Through out the year |   | X | X |
| Homework Club                          | A (All Year Groups ) | Staff Volunteers                          | Through out the year |   | X | X |
| Modern Languages and Culture Week      | S (All Year Groups ) | Language Department?                      | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC and all staff                          | Nov                  | X | X | X |
| Friendship Week                        | A                    | GC  | Feb                  |   |   | X |
| Assembly (whole school & year group)   | A (All Year Groups ) | Principal, DP, YH                         | Through out the year |   | X | X |
| Tutor class                            | A (All Year Groups ) | Tutors YH                                 | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC, Careers Prefect, teaching staff, SNAs | Nov                  | X | X | X |
| Student Council                        | F                    | Post holder                               | Aug                  | X |   | X |

|   |                            |                         |   |   |   |   |
|---|----------------------------|-------------------------|---|---|---|---|
| Training Day  | (members student Council ) |                         |   |   |   |   |
| Seachtain na Gaeilge  | A (All Year Groups )       | Irish Depart.           | March                                   | X | X | X |
| Eco Committee   | A(All year groups)         | Staff Committee members | Through out the year                    |   | x | x |
| History Week  | A(All year groups)         | History Department      | 1 week outlines at start of school year |   | x | x |
| Sci Fest  | S                          | Science Department      | March                                   | x | x | x |
| Science week  | A(All year groups)         |                         | Nov                                     |   | x | x |
| Marie Keating Foundation Talks  | A(All year groups)         | Religion Department     | Through out the year                    | x | x | x |
| Extra curricular clubs/activities<br>Badminton<br>Basketball<br>Gaelic (GAA)<br>Rugby<br>Soccer   | S                          | Teacher Volunteers      | Through out the year                    |   |   | X |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club<br>Language club | S                          | Teacher Volunteers      | Through out the year                    |   |   | X |
| <b>Third Years</b>  |                            |                         |   |   |   |   |

|  |                         |                                |                      |   |   |   |
|--|-------------------------|--------------------------------|----------------------|---|---|---|
| Study Skills Seminar                                   | A (All 3rd Years)       |                                |                      |   | X |   |
| 3rd Year Psychometric testing CAT4                     | A (All 3rd yrs)         | GC, SET Team                   | Nov                  | X | X |   |
| TY Showcase  | A (All TYs)             | TY Co-ordinator                | Dec Feb              |   |   |   |
| Subject Choice Talk (Students & parents)               | A (All 3rd and 4th yrs) | P, DP, GC                      | Jan                  | X | X |   |
| TY talk  | A (All 3rd yrs)         | P, DP, TY Coordinator          | Jan                  |   |   |   |
| Careers Module   | A                       | GC                             | All Year             | X | X | X |
| Pre exam pack (pen, ruler, prayer)(Given before exams) | S                       | ?                              | May                  |   | X | X |
| Helping hands  | A                       | DP, Class teacher, HH team, YH | A?(All years)        |   | x | x |
|  |                         |                                |                      |   |   |   |
| Games Club   | A                       | Teachers                       | Through out the year |   |   | x |
| Guidance module:                                       | A                       | GC                             | 10 week module       | X | X | X |
| GC class Visits  | A                       | GC                             | Sept                 |   |   | X |
| Pride day (eg home Ec baking rainbow cookies)          | S                       | Home Ec teacher                | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)          | S                       | Irish teacher                  | March                | X | X | X |
| Kenwood young chef                                     | S                       | Home Ec. depart                | Nov                  | X | X | X |
| Bake sales   | S                       | Teacher                        | Nov                  | X | X | X |

|  |   |                                     |                      |   |   |   |
|--|---|-------------------------------------|----------------------|---|---|---|
|  |   | volunteers                          |                      |   |   |   |
| Tutor class topics: eg Managing stress/study/homework                                | A | YH, tutor                           | Through out the year |   | X | X |
| YH/tutor/Teacher observations of students interactions each other/home/1:1 check ins | A | Class teacher<br>Tutor<br>YH        | Through out the year |   |   | X |
| Open night volunteering  | A | All staff<br>School promotions team | Sept                 | X | X | X |
| Mini Company   | S | Business depart                     | Dec                  | X | X | X |
| Work experiece (TY)  | S | TY co ordinator                     | Through out the year | X | X | X |
| Co-Lab with St Davids TY(Home Ec and Digital, Tech Graph)                            | S | TY co ordinator<br>Subject teacher  | Through out the year | X | X | X |
| Community guard visit (All years)  | A | Alan walsh                          | Through out the year |   |   |   |
| Rounders/Sports Day Students v Teachers  | A | PE Depart<br>All staff              | May                  |   |   |   |
| Social Badminton   | S | Staff volunteers                    | Through out the year |   |   | X |
| Circuit training class   | S | Staff volunteers                    | Through out the year |   |   | X |
| Year group bonding Trip  | A | YH<br>Tutors                        | Through Out the year |   |   | X |
| Parents Teacher meeting  | A | All Staff                           | Once yearly          | X | X | X |



|  |                      |                                      |                      |   |   |   |
|--|----------------------|--------------------------------------|----------------------|---|---|---|
| Prize Giving/Awards                    | A                    | All Staff                            | May                  |   | X | X |
| Opening School Mass                    | A                    | All Staff                            | Sept                 |   |   | X |
| Subject Trips eg Geography field trip: | S                    | Class Teacher                        | Through out the year | X | X | X |
| Maths Week                             | A (All Year Groups ) | Maths Depart.                        | Oct                  | X | X |   |
| Maths Club                             | A (All Year Groups ) | Volunteers Maths Depart              | Through out the year |   | X | X |
| Homework Club                          | A (All Year Groups ) | Staff Volunteers                     | Through out the year |   | X | X |
| Modern Languages and Culture Week      | S (All Year Groups ) | Language Department?                 | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC and all staff                     | Nov                  | X | X | X |
| Friendship Week                        | A                    | GC                                   | Feb                  |   |   | X |
| Assembly (whole school & year group)   | A (All Year Groups ) | Principal, DP, YH                    | Through out the year |   | X | X |
| Tutor class                            | A (All Year Groups ) | Tutors YH                            | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC, Careers Prefect, teaching staff, | Nov                  | X | X | X |

|  |                              |                         |   |   |   |   |
|--|------------------------------|-------------------------|---|---|---|---|
|  | )                            | SNAs                    |   |   |   |   |
| Student Council Training Day   | F (members student Council ) | Post holder             | Aug                                     | X |   | X |
| Seachtain na Gaeilge   | A (All Year Groups )         | Irish Depart.           | March                                   | X | X | X |
| Eco Committee  | A(All year groups)           | Staff Committee members | Through out the year                    |   | x | x |
| History Week   | A(All year groups)           | History Department      | 1 week outlines at start of school year |   | x | x |
| Sci Fest   | S                            | Science Department      | March                                   | x | x | x |
| Science week   | A(All year groups)           |                         | Nov                                     |   | x | x |
| Marie Keating Foundation Talks   | A(All year groups)           | Religion Department     | Through out the year                    | x | x | x |
| Extra curricular clubs/activities<br>Badminton<br>Basketball<br>Gaelic (GAA)<br>Rugby<br>Soccer                                      | S                            | Teacher Volunteers      | Through out the year                    |   |   | X |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club | S                            | Teacher Volunteers      | Through out the year                    |   |   | X |

|  |   |                                     |                      |   |   |   |
|--|---|-------------------------------------|----------------------|---|---|---|
| Language club  |   |                                     |                      |   |   |   |
| <b>Transition Years</b>  |   |                                     |                      |   |   |   |
| Helping hands  | A | DP, Class teacher, HH team, YH      | A?(All years)        |   | x | x |
| Games Club   | A | Teachers                            | Through out the year |   |   | x |
| Guidance module:   | A | GC                                  | 10 week module       | X | X | X |
| GC class Visits  | A | GC                                  | Sept                 |   |   | X |
| Pride day (eg home Ec baking rainbow cookies)  | S | Home Ec teacher                     | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)  | S | Irish teacher                       | March                | X | X | X |
| Kenwood young chef   | S | Home Ec. depart                     | Nov                  | X | X | X |
| Bake sales   | S | Teacher volunteers                  | Nov                  | X | X | X |
| Tutor class topics: eg Managing stress/study/homework                                | A | YH, tutor                           | Through out the year |   | X | X |
| YH/tutor/Teacher observations of students interactions each other/home/1:1 check ins | A | Class teacher<br>Tutor<br>YH        | Through out the year |   |   | X |
| Open night volunteering  | A | All staff<br>School promotions team | Sept                 | X | X | X |
| Mini Company   | S | Business depart                     | Dec                  | X | X | X |
| Work experience (TY)   | S | TY co ordinator                     | Through out the      | X | X | X |

|   |                      |                                    |                      |   |   |   |
|---|----------------------|------------------------------------|----------------------|---|---|---|
|   |                      |                                    | year                 |   |   |   |
| Co-Lab with St Davids TY(Home Ec and Digital, Tech Graph) | S                    | TY co ordinator<br>Subject teacher | Through out the year | X | X | X |
| Community guard visit (All years)                         | A                    | Alan walsh                         | Through out the year |   |   |   |
| Rounders/Sports Day Students v Teachers                   | A                    | PE Depart<br>All staff             |                      |   |   |   |
| Social Badminton  | S                    | Staff volunteers                   | Through out the year |   |   | X |
| Circuit training class                                    | S                    | Staff volunteers                   | Through out the year |   |   | X |
| Year group bonding Trip                                   | A                    | YH Tutors                          | Through out the year |   |   | X |
| Parents Teacher meeting                                   | A                    | All Staff                          | Once yearly          | X | X | X |
| Prize Giving/Awards                                       | A                    | All Staff                          | May                  |   | X | X |
| Opening School Mass                                       | A                    | All Staff                          | Sept                 |   |   | X |
| Subject Trips eg Geography field trip:                    | S                    | Class Teacher                      | Through out the year | X | X | X |
| Maths Week  | A (All Year Groups ) | Maths Depart.                      | Oct                  | X | X |   |
| Maths Club  | A (All Year Groups ) | Volunteers<br>Maths Depart         | Through out the year |   | X | X |
| Homework  | A (All               | Staff Volunteers                   | Through              |   | X | X |

|                                      |                              |   |   |   |   |   |
|--------------------------------------|------------------------------|---|---|---|---|---|
| Club                                 | Year Groups )                |   | out the year                            |   |   |   |
| Modern Languages and Culture Week    | S (All Year Groups )         | Language Department?                      | Through out the year                    |   | X | X |
| College Awareness Week               | A (All Year Groups )         | GC and all staff                          | Nov                                     | X | X | X |
| Friendship Week                      | A                            | GC  | Feb                                     |   |   | X |
| Assembly (whole school & year group) | A (All Year Groups )         | Principal, DP, YH                         | Through out the year                    |   | X | X |
| Tutor class                          | A (All Year Groups )         | Tutors YH                                 | Through out the year                    |   | X | X |
| College Awareness Week               | A (All Year Groups )         | GC, Careers Prefect, teaching staff, SNAs | Nov                                     | X | X | X |
| Student Council Training Day         | F (members student Council ) | Post holder                               | Aug                                     | X |   | X |
| Seachtain na Gaeilge                 | A (All Year Groups )         | Irish Depart.                             | March                                   | X | X | X |
| Eco Committee                        | A(All year groups)           | Staff Committee members                   | Through out the year                    |   | x | x |
| History Week                         | A(All year groups)           | History Department                        | 1 week outlines at start of school year |   | x | x |

|   |                    |                                |                      |   |   |   |
|---|--------------------|--------------------------------|----------------------|---|---|---|
| Sci Fest  | S                  | Science Department             | March                | x | x | x |
| Science week  | A(All year groups) |                                |                      |   | x | x |
| Marie Keating Foundation Talks  | A(All year groups) | Religion Department            | Through out the year | x | x | x |
| Extra curricular clubs/activities<br>Badminton<br>Basketball<br>Gaelic (GAA)<br>Rugby<br>Soccer   | S                  | Teacher Volunteers             | Through out the year |   |   | X |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club<br>Language club | S                  | Teacher Volunteers             | Through out the year |   |   | X |
| <b>Fifth Years</b>  |                    |                                |                      |   |   |   |
| 5th year Retreats   | A (All 5th yrs)    | RE Depart                      | Oct                  |   |   | X |
| U First Programme   |                    |                                |                      |   |   |   |
| Prefect interviews  | F(appliants)       | Post holder, Tutors, YH        |                      | x | x | x |
| Helping hands   | A                  | DP, Class teacher, HH team, YH | A?(All years)        |   | x | x |
|   |                    |                                |                      |   |   |   |
| Games Club  | A                  | Teachers                       | Through out the year |   |   | x |
| Guidance module:  | A                  | GC                             | 10 week module       | X | X | X |

|  |   |                                     |                      |   |   |   |
|--|---|-------------------------------------|----------------------|---|---|---|
| GC class Visits  | A | GC                                  | Sept                 |   |   | X |
| Pride day (eg home Ec baking rainbow cookies)  | S | Home Ec teacher                     | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)  | S | Irish teacher                       | March                | X | X | X |
| Kenwood young chef   | S | Home Ec. depart                     | April                | X | X | X |
| Bake sales   | S | Teacher volunteers                  | Through out the yea  | X | X | X |
| Tutor class topics: eg Managing stress/study/homework                                | A | YH, tutor                           | Through out the year |   | X | X |
| YH/tutor/Teacher observations of students interactions each other/home/1:1 check ins | A | Class teacher<br>Tutor<br>YH        | Through out the year |   |   | X |
| Open night volunteering  | A | All staff<br>School promotions team | Sept                 | X | X | X |
| Mini Company   | S | Business depart                     | Dec                  | X | X | X |
| Work experieience (TY)   | S | TY co ordinator                     | Through out the year | X | X | X |
| Co-Lab with St Davids TY(Home Ec and Digital, Tech Graph)                            | S | TY co ordinator<br>Subject teacher  | Through out the year | X | X | X |
| Community guard visit (All years)  | A | Alan walsh                          | Through out the yea  |   |   |   |
| Rounders/Sports Day Students v   | A | PE Depart<br>All staff              |                      |   |   |   |

|  |                      |                         |                      |   |   |   |
|--|----------------------|-------------------------|----------------------|---|---|---|
| Teachers                               |                      |                         |                      |   |   |   |
| Social Badminton                       | S                    | Staff volunteers        | Through out the year |   |   | X |
| Circuit training class                 | S                    | Staff volunteers        | Through out the year |   |   | X |
| Year group bonding Trip                | A                    | YH Tutors               | Through out the yea  |   |   | X |
| Parents Teacher meeting                | A                    | All Staff               | Once yearly          | X | X | X |
| Prize Giving/Awards                    | A                    | All Staff               | May                  |   | X | X |
| Opening School Mass                    | A                    | All Staff               | Sept                 |   |   | X |
| Subject Trips eg Geography field trip: | S                    | Class Teacher           | Through out the year | X | X | X |
| Maths Week                             | A (All Year Groups ) | Maths Depart.           | Oct                  | X | X |   |
| Maths Club                             | A (All Year Groups ) | Volunteers Maths Depart | Through out the year |   | X | X |
| Homework Club                          | A (All Year Groups ) | Staff Volunteers        | Through out the year |   | X | X |
| Modern Languages and Culture Week      | S (All Year Groups ) | Language Department?    | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC and all staff        | Nov                  | X | X | X |
| Friendship                             | A                    | GC                      | Feb                  |   |   | X |



|                                      |                              |   |   |   |   |   |
|--------------------------------------|------------------------------|---|---|---|---|---|
| Week                                 |                              |   |   |   |   |   |
| Assembly (whole school & year group) | A (All Year Groups )         | Principal, DP, YH                         | Through out the year                    |   | X | X |
| Tutor class                          | A (All Year Groups )         | Tutors YH                                 | Through out the year                    |   | X | X |
| College Awareness Week               | A (All Year Groups )         | GC, Careers Prefect, teaching staff, SNAs | Nov                                     | X | X | X |
| Student Council Training Day         | F (members student Council ) | Post holder                               | Sept                                    | X |   | X |
| Seachtain na Gaeilge                 | A (All Year Groups )         | Irish Depart.                             | March                                   | X | X | X |
| Eco Committee                        | A(All year groups)           | Staff Committee members                   | Through out the year                    |   | x | x |
| History Week                         | A(All year groups)           | History Department                        | 1 week outlines at start of school year |   | x | x |
| Sci Fest                             | S                            | Science Department                        | April                                   | x | x | x |
| Science week                         | A(All year groups)           |   | March                                   |   | x | x |
| Marie Keating Foundation Talks       | A(All year groups)           | Religion Department                       | Through out the year                    | x | x | x |
| Extra curricular clubs/activities    | S                            | Teacher Volunteers                        | Through out the                         |   |   | X |

|   |                  |                                     |                      |   |   |   |
|---|------------------|-------------------------------------|----------------------|---|---|---|
| Badminton<br>Basketball<br>Gaelic (GAA)<br>Rugby<br>Soccer  |                  |                                     | year                 |   |   |   |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club<br>Language club | S                | Teacher<br>Volunteers               | Through out the year |   |   | X |
|   |                  |                                     |                      |   |   |   |
|   |                  |                                     |                      |   |   |   |
| <b>6th Years</b>  |                  |                                     |                      |   |   |   |
| Higher Options and World Skills   | A                | Year Head<br>Guidance<br>Counsellor | Through out the year | X | X | X |
| College Talks & Visits  | A (All 6thYear ) | Guidance Counsellor                 | Through out the year | X | X |   |
| CAO and college Parent Talk   | A (All 6th yrs)  | P, DP, GC                           | Nov                  | X | X |   |
| Careers Interviews 1:1  | A                | GC                                  | throughout the year  | X | X | X |
| Helping hands   | A                | DP, Class teacher, HH team, YH      | A?(All years)        |   | x | x |
| Games Club  | A                | Teachers                            | Through out the year |   |   | x |
| Guidance module:  | A                | GC                                  | 10 week module       | X | X | X |

|  |   |                                     |                      |   |   |   |
|--|---|-------------------------------------|----------------------|---|---|---|
| GC class Visits  | A | GC                                  | Sept                 |   |   | X |
| Pride day (eg home Ec baking rainbow cookies)  | S | Home Ec teacher                     | Nov                  | X | X | X |
| Deanta Le Gra (cooking and craft competition)  | S | Irish teacher                       | March                | X | X | X |
| Kenwood young chef   | S | Home Ec. depart                     | April                | X | X | X |
| Bake sales   | S | Teacher volunteers                  | March                | X | X | X |
| Tutor class topics: eg Managing stress/study/homework                                | A | YH, tutor                           | Through out the year |   | X | X |
| YH/tutor/Teacher observations of students interactions each other/home/1:1 check ins | A | Class teacher<br>Tutor<br>YH        | Through out the year |   |   | X |
| Open night volunteering  | A | All staff<br>School promotions team | Sept                 | X | X | X |
| Mini Company   | S | Business depart                     | Dec                  | X | X | X |
| Work experience (TY)   | S | TY co ordinator                     | Through out the year | X | X | X |
| Co-Lab with St Davids TY(Home Ec and Digital, Tech Graph)                            | S | TY co ordinator<br>Subject teacher  | Through out the year | X | X | X |
| Community guard visit (All years)  | A | Alan walsh                          | Through out the yea  |   |   |   |
| Rounders/Sports Day Students v Teachers  | A | PE Depart<br>All staff              | Through out the yea  |   |   |   |

|  |                      |                         |                      |   |   |   |
|--|----------------------|-------------------------|----------------------|---|---|---|
| Social Badminton                       | S                    | Staff volunteers        | Through out the year |   |   | X |
| Circuit training class                 | S                    | Staff volunteers        | Through out the year |   |   | X |
| Year group bonding Trip                | A                    | YH Tutors               | Through out the year |   |   | X |
| Parents Teacher meeting                | A                    | All Staff               | Once yearly          | X | X | X |
| Prize Giving/Awards                    | A                    | All Staff               | May                  |   | X | X |
| Opening School Mass                    | A                    | All Staff               | Sept                 |   |   | X |
| Subject Trips eg Geography field trip: | S                    | Class Teacher           | Through out the year | X | X | X |
| Maths Week                             | A (All Year Groups ) | Maths Depart.           | Oct                  | X | X |   |
| Maths Club                             | A (All Year Groups ) | Volunteers Maths Depart | Through out the year |   | X | X |
| Homework Club                          | A (All Year Groups ) | Staff Volunteers        | Through out the year |   | X | X |
| Modern Languages and Culture Week      | S (All Year Groups ) | Language Department?    | Through out the year |   | X | X |
| College Awareness Week                 | A (All Year Groups ) | GC and all staff        | Nov                  | X | X | X |
| Friendship Week                        | A                    | GC                      | Feb                  |   |   | X |

|  |                              |   |   |   |   |   |
|--|------------------------------|---|---|---|---|---|
| Assembly (whole school & year group)   | A (All Year Groups )         | Principal, DP, YH                         | Through out the year                    |   | X | X |
| Tutor class  | A (All Year Groups )         | Tutors YH                                 | Through out the year                    |   | X | X |
| College Awareness Week   | A (All Year Groups )         | GC, Careers Prefect, teaching staff, SNAs | Nov                                     | X | X | X |
| Student Council Training Day   | F (members student Council ) | Post holder                               | Sept                                    | X |   | X |
| Seachtain na Gaeilge   | A (All Year Groups )         | Irish Depart.                             | March                                   | X | X | X |
| Eco Committee  | A(All year groups)           | Staff Committee members                   | Through out the year                    |   | x | x |
| History Week   | A(All year groups)           | History Department                        | 1 week outlines at start of school year |   | x | x |
| Sci Fest   | S                            | Science Department                        |   | x | x | x |
| Science week   | A(All year groups)           |   |   |   | x | x |
| Marie Keating Foundation Talks   | A(All year groups)           | Religion Department                       | Through out the year                    | x | x | x |
| Extra curricular clubs/activities<br>Badminton<br>Basketball<br>Gaelic (GAA) | S                            | Teacher Volunteers                        | Through out the year                    |   |   | X |

|   |   |                       |                      |  |  |   |
|---|---|-----------------------|----------------------|--|--|---|
| Rugby<br>Soccer   |   |                       |                      |  |  |   |
| Extra curricular<br>Book club<br>Creative schools competition<br>Board games<br>Knitting & movies<br>Chambers<br>Chor<br>Ideals club<br>Language club | S | Teacher<br>Volunteers | Through out the year |  |  | X |

**Date approved by board of management 20th September 2024**