

# **Wesley College Dublin**

## **Guidance Policy**

### **1. Introduction**

The Guidance Policy of Wesley College should be read in the context of serving the needs of students aged from 11 years to 18 years. It is the policy of Wesley College to support all students, in an appropriate manner.

The Guidance Department is part of the pastoral care structure in the College. A member of the Department attends weekly pastoral care meetings at both senior and junior level to plan for student care, to consider student progress and discuss issues of concern which may arise. The Guidance Department works with Year Heads and the Chaplain of the College to provide a support service for students.

### **2. Careers & Educational Guidance**

#### **Junior Cycle**

The Drumcondra Reasoning Test is administered to incoming 1<sup>st</sup> Year students to identify levels of achievement in the student body and remediation needs for this group. The Guidance Department may liaise with the Special Needs Co-ordinator following the results of this test.

The Guidance Department meets with all 1<sup>st</sup> Year students in a pastoral capacity in the first few weeks of their starting school. Guidance Counsellors liaise with 2<sup>nd</sup> Year students through their Class Tutors on effective study/homework methods.

The Guidance Department works with 3<sup>rd</sup> Year students for three formal study sessions throughout their Junior Cycle year. Follow-up work on effective study in 3<sup>rd</sup> Year is done by Class Tutors. 3<sup>rd</sup> Year parents are

invited to attend a talk on Supporting Study at Home, held during the first term.

## **Senior Cycle**

### **Transition Year**

Guidance for Transition Year students includes administering Aptitude Tests and an Interest Inventory. As a year group, students in Transition Year are fully briefed on Senior Cycle subject choices and the options open to them. Guidance Counsellors then make an appointment with each student to discuss selection of Leaving Certificate subjects. Parents are invited to attend an evening presentation on Leaving Certificate subject options.

In addition, students are prepared for Mock Interviews and have classes on CV and interview preparation as well as careers and third-level course research. Throughout the year, guest speakers address students on their own careers.

### **5<sup>th</sup> Year**

In 5<sup>th</sup> Year the emphasis is on individual decision-making, goal-setting and planning. An individual appointment with the Guidance Counsellor is made for each student to explore career choice and the educational requirements for various courses.

Students are addressed as a group on several occasions throughout the year on careers-related topics such as Choosing a Career, Choosing a Course, Third-level Structure, and Studying Abroad. Students attend UCD Open Day and have a day dedicated to Study Skills when external speakers are invited to the College.

### **6<sup>th</sup> Year**

In 6<sup>th</sup> Year students are seen individually again, and guided through the 3<sup>rd</sup> level application procedures. They are encouraged, where appropriate, to further their research by attending Open Days in UCD, TCD, DIT and other third level institutes. They also receive a number of group talks throughout

the year on CAO applications, UCAS applications and, through their class Tutors, do work on Examination Preparation and Study Skills.

### **3. Personal Guidance**

The Guidance Department liaises closely with Class Tutors, Year Heads, Subject Teachers and the Chaplain to support students with personal issues of concern.

Students in all years may be seen individually, either at their own request or that of a parent or teacher. Students are offered the opportunity to explore/discuss personal issues and are guided and helped through the decision-making process.

It should be noted that there is a limit to personal counselling that can be offered within a school context and it is not school policy to offer a programme of on-going counselling regarding issues which are outside the skills or time constraints of the Guidance Counsellor. Sometimes it may be necessary to recommend further, outside help.

### **4. Confidentiality**

Guidance Counsellors are available to listen to students who wish to discuss personal or career issues. Students who feel the need to discuss such issues will be welcomed by counsellors in the Department.

It is generally understood that conversations with a College Guidance Counsellor are in confidence. Students should feel comfortable that conversations with a counsellor are private and confidential and this confidentiality will be maintained except in the following circumstances:

- a where a student is considered to be putting themselves or others at risk
- b where an illegal activity has taken place
- c where there are concerns regarding child protection.

Should a child protection issue arise, all teachers and counsellors are obliged to forward these concerns to the College's Designated Liaison Person. This is in accordance with "Principles of Good Practice for the Protection of Children & Young People" issued by the Department of Health & Children and Child Protection Procedures for Primary and Post Primary Schools issued by the Department of Education and Skills.<sup>1</sup>

Reviewed and Approved by the Board of Management  
November 2013

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<sup>1</sup> Child Protection Procedures for Post Primary Schools has been adopted as policy of Wesley College by the Board of Management