

## **Guidance Policy**

Dunboyne College of Further Education is committed to providing an excellent learning environment for all students and providing the required support structures. The following document outlines the main provision of guidance within the college.

### **Members of the Guidance Team**

#### **Principal**

The Principal deals with the Board of Management in regard to students' welfare and discipline. Referrals from the Mentors go through the Principal to the Board of Management where applicable. The Principal maintains regular contact with tutors, students and parents (if a student is under 18) as and when necessary. The Principal oversees the Whole College Programme of which Guidance Counselling is an important component.

#### **Deputy Principal**

The Deputy Principal is involved in the welfare of all students throughout their time in Dunboyne College of Further Education. The Deputy Principal monitors the progress and welfare of students as directed mainly by Mentors and the Care Team. The Deputy Principal works with the principal, mentors, special needs assistants, student support team and tutors and suggests supports / makes interventions where necessary.

#### **Guidance Person**

The Guidance Person is responsible for providing guidance to student on their progression from Dunboyne College to Third Level or further training / employment. The guidance person meets each class group twice a year to inform them of guidance events and also keeps in touch with the student body via email and noticeboards. There is a weekly drop in service and students arrange one-on-one meetings with the guidance person throughout the year. The guidance person will liaise with the student support team, tutors, mentors and the principal and deputy principal where applicable.

#### **Academic Support Person**

The Academic Support Person is responsible for providing assistance to students in relation to planning, study, stress management etc. The academic support person meets each class group at the beginning of the year for study and planning skills. Throughout the year exam workshops are organised. There is a weekly drop-in service and students arrange one-on-one meetings with the academic support person throughout the year. The academic support person will liaise with the student support team, tutors, mentors and the principal and deputy principal where applicable.

### **Class Mentor**

The role of class mentor demands greater contact / understanding of the students and their behaviour than is demanded of the subject tutor. It allows a better chance of relating to students and may prove helpful to a student coping with difficulties as they arise. Mentors communicate with other members of staff regarding students in their mentor group, with the permission of the student. The mentor provides monthly reports to the Deputy Principal which is brought to the student support team's weekly meeting.

### **Special Needs Assistants**

Special Needs Assistants provide particular support to our students with special needs. For further information on their role please refer to the Educational Support Policy.

### **Subject Tutors**

In their capacity as tutors, subject tutors interact with students in other than academic areas and by employing a pastoral approach, affect student's welfare in a positive way. Extra-curricular initiatives and programmes improve the quality of relationships within the college. Subject tutors play an important role in the provision of support and guidance and refer students to the student support team as required.

### **Student Support Team**

The student support team meet weekly. The student support team is made up of the Deputy Principal, Guidance Person, Academic Support Person and the Special Needs Co-ordinator.

### **Counselling**

Counselling is a key part of the college guidance programme, offered on an individual basis here in Dunboyne college of Further Education as part of development learning at moments of personal crisis. Counselling facilitates the empowerment of students so that they can make decisions, solve problems, address behavioural issues, develop coping strategies and resolve any difficulties they may be experiencing. Counselling in this college may include: personal counselling, educational counselling, career counselling, or any combination of these. On occasion referral is deemed to be the most suitable course of action. Students are aware of the counselling services on offer and can arrange a session through the Deputy Principal.

### **Guidance Events**

#### **Staff Meeting**

Staff meetings are concerned, in the main, with student's welfare and provide yet another forum for collaboration between the college guidance counsellor, college management and other staff.

**The following events are organised throughout the year by the Guidance Person**

### **Induction Week Presentations**

Each class group is visited by the Guidance Person in September. The Higher Education Links Scheme is explained in detail as well as particular progression options for each class group. Students are shown how to research their course options and the guidance service is outlined.

### **College Information Day**

The College Information Day takes place in September / October. Representatives from the main local and regional colleges visit to present information to Dunboyne College students.

### **College Awareness Week**

College Awareness week takes place in January to remind students about the CAO deadlines and also of particular courses open to them. There are various events organised throughout the week and each class is visited by the Guidance Person.

### **Past Student Talks**

Dunboyne College graduates who have progressed to Further and Higher Education are invited in to talk to the current students on their experiences at Dunboyne College and their progression.

### **Open Evening**

The open evening take places once a year for prospective students of Dunboyne College. At the open evening course options are presented and tutors, mentors, the student support services and management are available to meet with prospective students.