

Meánscoil na mBráithre Críostaí, Cill Chainnigh
Christian Brothers Secondary School, Kilkenny.

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WHOLE SCHOOL GUIDANCE POLICY June 2019

School Name:	Christian Brothers Secondary School, Kilkenny
School Address:	James's Street, Kilkenny
School Details:	CBS Kilkenny is a Voluntary Roman Catholic Secondary School under the Trusteeship and the Patronage of the Edmund Rice Schools Trust (ERST). The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.
School Management:	The Board of Management of CBS Kilkenny is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

Mission Statement

Inspired by its founder, CBS Kilkenny aims to provide Catholic education in the Edmund Rice tradition. The school endeavours to be a caring Christian Community which promotes to the best of its ability the personal, spiritual, physical and intellectual development of its students.

Ethos

As an Edmund Rice School, CBS Kilkenny seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

- Nurturing faith, Christian spirituality and Gospel-based values
- Promoting partnership in the school community
- Excelling in teaching and learning
- Creating a caring school community
- Inspiring transformational leadership.

Whole School Guidance

This policy describes the CBS Kilkenny student support and guidance program and specifies how the guidance needs of students are addressed. It has been drawn up in consultation with all of the school partners in order to ensure that it reflects the identified needs of our students. It is an integral part of this school's overall plan which has been developed and implemented as a collaborative effort by the Guidance Counsellor, teachers, school management, Board of Management, program teams, students and parents/guardians

This policy has been developed in accordance with the CBS Kilkenny Child Safeguarding Statement and in line with the Children First Act 2015 and the Child Protection Procedures for Primary and Post- Primary Schools 2017.

While developing the Whole School Guidance Policy due consideration has been given to all aspects of the wellbeing of students at CBS Kilkenny and particularly to the Wellbeing School Improvement Plan (May 2018),

General Data Protection Regulation came into force in May 2018, and this policy has been reviewed in line with this legislation.

Aim

CBS Kilkenny aims to provide a range of learning experiences in a developmental sequence designed to assist students to make choices in their lives in personal, social, educational and career areas.

Target Groups

This policy takes into account the needs of all students at all levels within the school. Resources are used in accordance with the school mission statement.

Objective

CBS Kilkenny sets out to identify the specific needs of each year group. Small support groups (e.g. Learning Support) facilitate students with special educational needs and students from disadvantaged or minority groups.

Activities

A broad range of support/guidance activities have been incorporated as a means to realise this objective and to assist students in making choices and transitions. These activities are facilitated by teaching staff, class tutors, middle management, Year Heads, program coordinators, senior management, Guidance Counsellor, chaplain, religious and pastoral care teams, Student Council, Parents Council and Cairdeas mentoring teams. Student support is approached through educational, career, personal and social guidance.

Educational Support

- Subject planning groups meet regularly to co-ordinate policy and practice for each year group
- Regular and term assessment allows feedback on learning and enhances student development. Mixed ability classes at junior level facilitate common tests which demonstrate written, visual, oral and aural achievements.
- Mandatory curricular practical projects and science experiments enhance the continuous learning of students in a sequential manner.
- Subject choice and planning for Junior and Senior cycle are addressed at student and parent/guardian consultation meetings with all necessary information provided in each subject area, facilitating diverse student interests and abilities.
- A mixed ability approach is offered in First Year. Higher and ordinary levels are generally catered for in the same class group but differentiation and some separate classes are provided where it is deemed necessary. Many of the new Junior Cycle subject specifications are now in place and are common level.
- Learning Support classes are provided on a one to one basis or in small groups for students who will benefit from extra support. These may be students with language/Irish exemptions, those with specific educational requirements or those from minority or disadvantaged groups. Smaller groups allow students to address their educational weaknesses and to gain independence in their subject areas.
- Educationally disadvantaged students are supported and encouraged to complete second-level and proceed to third-level education / training programs.
- A tutor system offers positive reinforcement of students allowing recognition of and communication with parents regarding students' educational and developmental progress. This system also upholds standards of acceptable behaviour.
- The Year Head system provides support to students and teachers and links to senior management.
- Participation in maths and science quizzes, the BT Young Scientist exhibition, Francis MacManus short story competition, debating, public speaking and Study Skills program allows students to develop extra-curricular and career interests in subjects.
- Parent-Teacher meetings offer communication opportunities between teachers and parents/guardians to encourage student learning. Students can thereby understand and improve on their abilities and gain self-confidence.
- The Guidance Counsellor facilitates the transfer of knowledge and skills relating to studying, exam performance and choice of subjects, levels and careers.

Psychometric tests are administered and interpreted with feedback of results to relevant staff, parents/guardians and students where appropriate. Timetabled senior cycle classroom-based learning clarifies and prepares students for vocational and technological careers. Consultation with parents, school staff and students gives feedback on the needs of individual students. Referrals are made to outside agencies – NEPS, Department of Education and Skills (DES), Special Education needs Officer (SENO) and Health Service Executive (HSE) as necessary.

- The Transition Year (TY) program aims to develop the maturity of students. Subject choice modules clarify and direct students towards senior cycle options. Self-directed learning, team building exercises, work experience, volunteerism and visits to local companies vary and enhance the educational experience of these students.
- The LCVP program, coordinated by the Guidance Counsellor, offers a vocational and enterprising perspective to students while pursuing the Leaving Certificate program.
- Students are afforded opportunities such as: building an individual portfolio, undertaking video interviews, enterprise projects and visiting businesses in the community.
- The Parents Council assumes responsibility for organising and operating a study skills seminar each year.

Career Supports Provided

The career supports provided in CBS Kilkenny include:

- Guidance activities such as professional visits, visiting speakers, third level open day visits
- Factual data from the Guidance Counsellor on education and training opportunities, including foreign colleges, occupation labour market information and entitlements available to students
- Links with employers, relevant agencies and institutions to enhance the Guidance Counsellor's work with students
- Work experience during TY in two, two-weekly periods.

Personal and Social Support

CBS Kilkenny aims to facilitate the transfer of knowledge and skills relating to students' personal and social development, self-awareness, decision making and planning. This is carried out by all members of the school community.

- The tutor and Year Head systems allow for the positive motivation of individual students, especially those with learning difficulties.
- Learning support is undertaken in a small, friendly environment, boosting individual confidence. A sense of achievement is promoted at each stage.

- Sport, both timetabled and voluntary, is significant in its development of students of all academic abilities.
- The SPHE program addresses many areas of personal and psychological issues in a non-exam setting. Wellbeing Week generates discussion and activity around self-care and awareness of others.
- Religious Education (examined at Junior Cycle and exam-optional at Leaving Certificate) explores areas of morality and personal development. The caring ethos of Edmund Rice is nurtured continually throughout the year at school masses and services. Regular visits from the school chaplain present a familiar and caring face to all.
- Open Night for incoming First Year students provides an opportunity for young boys and their parents to be brought through the educational, personal, social and career aspects of life in CBS Kilkenny.
- Many optional activities expose students to a great sense of wellbeing within the school environment. School trips, national and international, along with visiting speakers are an excellent method of informing students' attitudes on world issues.
- IT Club, debating, public speaking, short story competitions, Chess Club, Seachtain na Gaeilge and the Concern Fast open students' minds to the many and varied opportunities for self-development and Other Areas of Learning (OALs) in the new Junior Cycle.
- The Guidance Counsellor directs the Cairdeas Group, selected annually, which acts as a mentoring service to First Year students. Various activities foster friendship and a sense of belonging.
- The Annual Awards night acknowledges and rewards the diversity of excellence among the student body on academic, sporting, personal and social levels. Parents/guardians share this positive recognition of their sons.
- The services of a Counsellor are available to the school on a weekly basis. Teachers and management may recommend individual students for counselling if there are perceived needs.
- A Critical Incident Management Team is available to deal with difficult circumstances surrounding bereavement.
- Personal and social support is enhanced by: teacher participation in presentations, guest speakers on topics such as 'Positive Psychology', 'Wellbeing' and 'Moodwatchers'. Many staff members engage in CPD to promote personal and social support for the students.

Personnel	Role
Year Heads	<ul style="list-style-type: none"> • Year Heads have both a pastoral and disciplinary role. • Year Heads have access to information on all students in their year groups. • They are available to mentor all students in groups and to meet individually with any students in difficulty. • The role of the Year Head in relation to behavioural matters is outlined in the CBS Kilkenny Code of Behaviour. • Year Heads will inform tutors of major disciplinary sanctions against students in their classes. • Year Heads are available to meet with parents. • Year Heads meet on a weekly basis to discuss relevant and current matters arising. • All Year Heads keep up to date with, and attend, relevant CPD.
Tutors	<ul style="list-style-type: none"> • A tutor is a teacher who, on behalf of the school community undertakes the role of caring for a particular class group with responsibility in the pastoral and academic areas. This role is undertaken in a voluntary capacity. • The tutor should be a class teacher for the class for which she/he has responsibility. • Tutors have both a pastoral and a disciplinary role and are given information on the students within their group by the Year Head. • Tutors promote class spirit and a sense of belonging. • Tutors encourage leadership qualities within a class group. • Tutors monitor the student journal. • Tutors encourage class involvement in all activities that promote the ethos of the school.
Guidance Counsellor	<ul style="list-style-type: none"> • The Guidance Counsellor supports student transitioning from primary to post-primary school. • The Guidance Counsellor engages students in personal, social, educational and career guidance. • Assessment using psychometric instruments and inventories are conducted for incoming First Year students and at senior cycle. • Career information is disseminated across the student population through careers classes and personal vocational guidance interviews as well as the promotion of career events and third-level information events. The Guidance Counsellor also organises Parent Information evenings at significant stages throughout the school year (e.g. transitioning from primary school, subject choice and CAO). • The use of information technology is promoted (e.g. Qualifax/Careers Portal) • The Guidance Counsellor promotes engagement in personal and social developmental programs such as the Cairdeas program and GAISCE.

Whole School Guidance Provision

Personnel Involved:

- Principal
- Deputy Principal
- Year Head
- Tutors
- Subject Teachers
- Guidance Counsellor
- SEN Department
- SNA Staff
- School Counsellor
- Other School Staff
- TY Coordinator
- Extra-Curricular and Sports Mentors
- Students Council
- Cairdeas Group
- Parents Council
- Chaplain
- Librarian
- Evening Study Coordinator

Year Group	Guidance Activities
1st Year:	<ul style="list-style-type: none"> • Open Night • Entrance Assessments • Parents Information Night on all aspects of transitioning to CBS Kilkenny • Induction Day with Year Head and Cairdeas Team • Whole School mass • Subject Choice Taster Program • Lunch Time Mentor Program • Access to one-to-one counselling support • Access to SEN support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers (e.g. Zeeko internet safety student and parent workshops) • Wellbeing, Digital Literacy, SPHE, CSPE and PE are included in the curriculum. • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • French Trip • Library access for studying • Parent-Teacher meeting

<p>2nd Year:</p>	<ul style="list-style-type: none"> • Whole School mass • Access to one-to-one counselling support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers (E.g. Zeeko internet safety student and parent workshops) • Wellbeing, Digital Literacy, SPHE, CSPE and PE are included in the curriculum. • Access to SEN support • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • Enterprise Awards Program • Library access for studying • Parent-Teacher meeting
<p>3rd Year:</p>	<ul style="list-style-type: none"> • Whole School mass • Study Skills Workshop • Subject Choice Information Classes • Parents Information Evening on transferring to either Transition Year or 5th Year • Ecology Field Trip • Access to SEN support • Debating • Maths and Irish Quizzes • Access to one-to-one counselling support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers • SPHE, CSPE and PE are included in the curriculum. • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • Library access for studying • Evening study • Parent-Teacher meeting
<p>Transition Year</p>	<ul style="list-style-type: none"> • Whole School mass • Subject Choice Information Classes • Parents Information Evening on Transferring to 5th Year • Work Experience • GAISCE • Charitable initiatives • Cairdeas training • Aptitude tests • Field Trips • Health and Safety talks

	<ul style="list-style-type: none"> • First Aid module • Community Care • Age Action Digital Literacy Training • Third-level open days • Access to SEN support • Debating • Maths and Irish Quizzes • Access to one-to-one counselling support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers • German trip • History trip • Digital Literacy, SPHE, CSPE and PE are included in the curriculum. • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • Irish Oral workshops • Parent-Teacher meeting • TY Spiritual Retreat
<p>5th Year:</p>	<ul style="list-style-type: none"> • Whole School Mass • Agricultural Science, Geography and Biology Field Trips • Access to SEN support • Debating • Science, Maths and Irish Quizzes • Access to one-to-one counselling support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers • SPHE/RSE and PE are included in the curriculum. • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • French Film Screening • English Theatre Visit • Irish Oral workshops • Library access for studying • Evening study • Parent-Teacher meeting

6th Year:	<ul style="list-style-type: none"> • Whole School mass • Study Skills • CAO/College information evening for parents • Slieve na mBan Retreat • Access to one-to-one career guidance • Agricultural Science, Geography and Biology Field Trips • Access to SEN support • Debating • Science, Maths and Irish Quizzes • Access to one-to-one counselling support • Wednesday afternoon activities (Sport, STEM, IT Club, Chess and Bridge, Choir/Music etc.) • Guest Speakers • SPHE/RSE and PE are included in the curriculum. • Christmas Carol Service • Concern Fast • St. Vincent De Paul Hamper Appeal • GOAL Jersey Day • Seachtain na Gaeilge, Literacy Week, Maths Week, Wellbeing Week, Motivation Week • French Film Screening • English Theatre Visit • Irish Oral workshops • Library access for studying • Evening study • Parent-Teacher meeting
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Resources

Resources describe the personnel, time allocation, equipment, materials, physical locations and finance available for the provision of student guidance activities and management of the Whole School Guidance Program.

CBS Kilkenny school and community resources:

- Board of Management, Principal and Deputy Principal
- Guidance Counsellor
- School Counsellor
- Subject and Learning Support Teachers
- Class Tutors, Year Heads, TY and LCVP coordinators
- Support Teams – Bereavement and Pastoral Care
- Parents
- Students
- School budget finances guidance supports
- Guidance office
- Classrooms assigned to individual teachers
- Computer rooms, data-projectors, TV / DVD, video materials
- Science, technology, technical drawing and woodwork laboratories
- Library
- Second-hand book scheme
- School website/social media
- Community work placement
- Dept. of Education and Skills agencies

Associated School Policies

- Attendance
- Relationships and Sexuality Education
- Subject Choice
- Substance Abuse
- Dignity in the Workplace
- Homework
- Literacy
- Numeracy
- Healthy Eating
- ICT Acceptable Use
- Child Protection
- Critical Incident
- Pastoral Care
- Code of Conduct
- Health and Safety
- Admissions and Enrolment
- Anti-Bullying Behaviour
- SPHE/RSE
- Assessment

Approval

This policy has been approved by CBS Kilkenny Board of Management.

Signed: _____

Date: _____

Chairperson, Board of Management