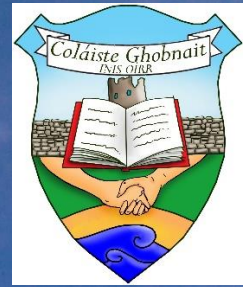


Coláiste Ghobnait

Inis Oírr



Whole School Guidance Policy

2023/2024

Adopted by the Board of Management on 11/05/2023

Approved by Galway and Roscommon Education and Training Board (GRETB) on
??/??/20??

This policy has been prepared in consultation with Parents, Students, Staff, The Board of
Management and GRETB

THIS POLICY APPLIES TO:

Pupils, School Staff, Parents, the school's Board of Management as well as Galway and Roscommon Education and Training Board.

MISSION STATEMENT

Our mission at Coláiste Ghobnait is to encourage the educational, intellectual, physical and cultural development of the school's students in a pleasant and healthy environment that prioritises the self-esteem, independence and development of all members of the school community.

SCHOOL VISION

"Growing and learning together diligently through the medium of Irish, in which balance, respect for well-being and integrity are given priority, with the spirit of co-operation among the whole school community."

ETHOS

Introduction

Coláiste Ghobnait's guidance plan is a description of the school's guidance plan and it specifies the manner in which the guidance needs of students are to be addressed. The Guidance provision in Coláiste Ghobnait is based on the Education Act 1998 (Section 9 (c)), "to ensure students have access to appropriate guidance to assist them in their educational and career choices."

This school is an all Irish school. Priority will be given to the Irish language and Gaelic culture in all aspects of school life inside and outside of the classroom. Section 9(b) of the Education Act 1998 will be complied with as far as is practicable.

The school guidance plan provides a range of learning experiences for the students in Coláiste Ghobnait to help them make informed choices about their lives and undertake the reforms relevant to these choices.

The guidance planning should be seen as a gradually developing process, as a guidance plan to outline the needs of every student and show the resources available.

Coláiste Ghobnait's guidance plan is a structured document which describes the school's guidance programme and specifies the way students' needs are addressed. It refers to one to one counselling, which is a central part of the Guidance Counsellor's work.

The NCCA Junior Cycle Wellbeing Guidelines 2021 (https://ncca.ie/media/5039/updated-guidelines-2021_ga.pdf) were also taken into consideration, especially the health indicators specified in those Guidelines.

Important insight on the guidance service has also been acquired through feedback from parents, students, all of the school staff and the Board of Management. In Coláiste Ghobnait the guidance plan is seen as a whole school activity with all of the school's staff and school community involved in the implementation of the policy.

Below is the current structure of the programme, however in the years ahead it will be amended regularly as more resources become available and as the curriculum changes (Framework for Junior Cycle & Wellbeing).

Connection with the school's Mission Statement & the school's Ethos

There is a close link between this policy and the school's ethos as set out by the Board of Management in the Mission Statement.

Guidance in Coláiste Ghobnait has a fundamental connection with the school's mission statement where every effort is made to create a safe and secure environment and provide an education which enables all students to achieve their academic, social and culture potential. The learning environment is safe and organised so as to foster mutual respect in Coláiste Ghobnait. Coláiste Ghobnait's aim is to prepare the students in their care so that each one of them will be able to take their place constructively and positively in society in the future.

Aims and Goals of the Policy

- Cater, from day to day, for the needs of all the students in our care in Coláiste Ghobnait
- Help students to understand and accept their own talents and abilities and to also come to understand the challenges associated with living and with learning
- Promote a school environment that stresses a student's rights and responsibilities
- Promote a positive and enjoyable atmosphere in Coláiste Ghobnait

- Help students to research opportunities and possibilities for gaining more independence and accepting responsibility for themselves
- Support students to make choices in their lives and to see those choices through
- Empower students to make personal, educational and career decisions
- Develop strategies in response to their current or their future problems
- Coláiste Ghobnait undertakes standardised educational exams which provides useful information for predicting academic and career performance
- School management fully supports requirements to attend career related Professional Development
- Help students comply with the Wellbeing indicators set out in the Wellbeing Guidelines (2021 (https://ncca.ie/media/5039/updated-guidelines-2021_ga.pdf))
- Help students to develop self-confidence and leadership abilities and be active citizens
- Identify and follow up opportunities and possibilities
- Every effort will be made to develop a spirit of co-operation, diligence, self-control and a positive attitude towards the students' work and emphasis will be placed on the merit of the work and achieving their potential.

Communication

Parents/Guardians are welcome to contact the school if they have any concerns/challenges/problems/questions.

Cá dtéann tú, má tá fadhb/imní/ceist agat/Where do you go if you have a problem/you are worried/you have a question:

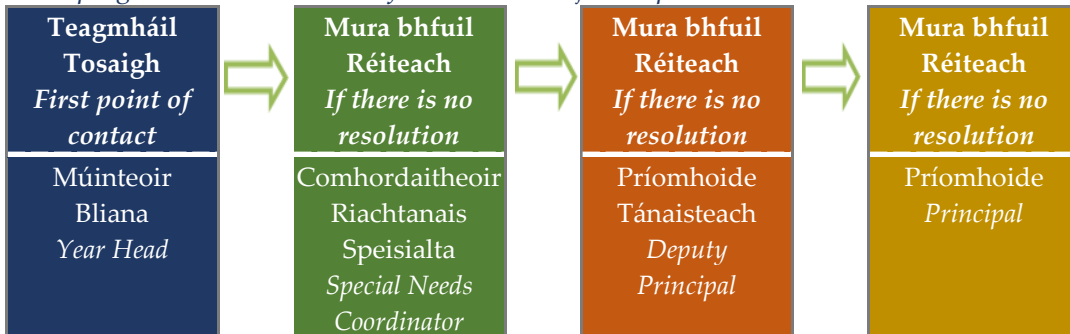
- Dul chun cinn **acadúil** in **ábhar áirithe** nó cur chuige teagaisc agus foghlama san ábhar sin/*Academic progression in certain subjects or the approach to teaching and learning in that subject:*

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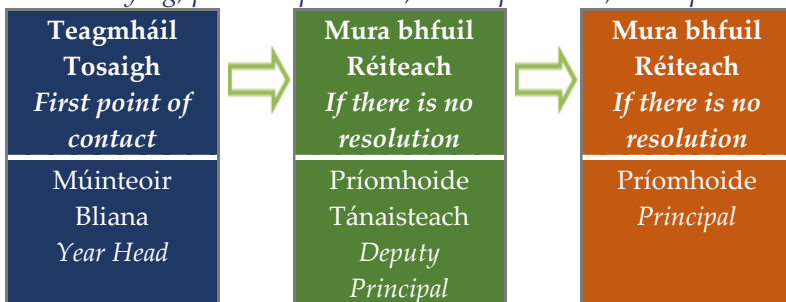
- Dul chun cinn **acadúil** in **ábhar áirithe** nó cur chuige teagaisc agus foghlama san ábhar sin/*Academic progression in certain subjects or the approach to teaching and learning in that subject:*



- Dul chun cinn **acadúil go ginearálta**, nach mbaineann le hábhair amháin ar leith/*General academic progression that is not confined to one subject in particular:*



- Dul chun cinn go ginearálta, maidir le gnéithe seachas gnéithe acadúla (sóisialta, bulaíocht, fadhb phearsanta, fadhb sláinte, fadhb bhaile)/*General progression regarding non-academic aspects (social, bullying, personal problems, health problems, home problems):*



Junior Cycle Subjects

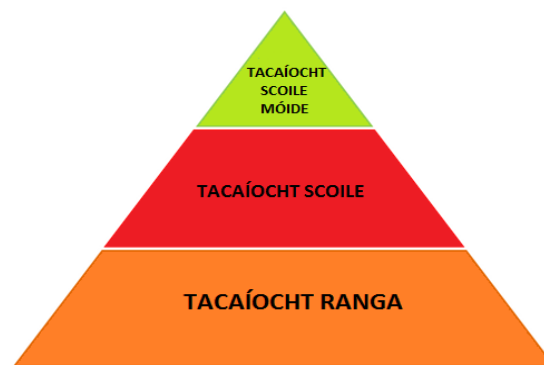
All students in Coláiste Ghobnait study the following subjects in Year 1-3: Irish, English, Maths, French, Art, Woodwork, Science, Home Economics, History, Geography, CSPE (Short Course), SPHE (Short Course) and games.

Leaving Cert Subjects

All students do Irish, English, Maths, French, Games, Guidance, RSE/Religion and the students select three other subjects. In transition year or third year the students select three optional subjects in the month of March.

Continuum of Support

The Continuum of Support is a foundation of guidance and support for Coláiste Ghobnait's students.



Morning Assembly

All students attend the morning assembly each school day between 8.50a.m. and 9.00a.m. The Principal, Deputy Principa and teachers with posts of Responsibility's conducts the assembly and this provides them with an opportunity to talk to all the students, identify and discuss various matters and, if necessary, give feedback to staff on any aspect which would benefit student welfare. Morning roll call takes place during assembly.

All the students have an assembly file so that matters discussed at assembly are stored in this file. Students are updated on the day's various events and all important and necessary announcements are made. Student voices and inputs are also heard at assembly. This learning objective is achieved by providing students with an opportunity to do a presentation on various themes and allowing the students' voices to be heard.

Referral of students to services

Assistance may be sought from agencies such as the student's doctor, Health Service Executive, NEPS, Educational Welfare Officer and Garda Juvenile Liaison Officer for students with problems, such as learning difficulties, substance misuse, addictions, loss and death and personal crisis. Parents will be to be informed and the parent's consent sought before referring a student to external agencies such as the Health Service Executive or Educational Psychologist.

Confidentiality

The confidentiality rule is followed in the case of personal, social and educational consultations unless the teacher/Principal/Deputy Principal suspects the student or another person is at risk. The student is told of this arrangement at the beginning of each meeting.

Teachers and parents are informed of a particular difficulty or problem a student may have, - where doing so is considered beneficial to the student, – however this is only done after the student has been told and the student has consented.

Reporting

An accurate personal account must be kept of the meetings held by a teacher, Principal/Deputy Principal, with a student or a Parent in relation to guidance. See **Appendix 1** template which is to be completed at all meetings with a student or Parent. A copy of Appendix 1 will have to be forwarded to the Principal/Deputy Principal immediately following the meeting. The parent should be contacted to discuss the information recorded in Appendix 1.

- The notes should be written as soon as possible.
- Notes should be as accurate as possible.
- Priority must always be given to confidentiality in relation to disclosures.
- The confidentiality mode must also be discussed with the student.

The Board of Management

Approve the policy and review it regularly. The school recognises the role of the Board of Management in developing and implementing the whole school guidance policy.

The Role of the Principal/Deputy Principal

- The Principal/Deputy Principal tries to get to know the students in the school personally so that students feel comfortable approaching them to discuss matters.
- They make sure the structures and resources for career guidance are available in the school and the policy is being implemented.
- They contact Parents or external agencies when necessary.
- They have regular contact with the Career Guidance teacher. A meeting is held with the career guidance teacher at least once per term.
- They encourage students to take part in extracurricular events.

Role of Career Guidance Teacher/Guidance Counsellor:

- The career guidance teacher is responsible for updating Coláiste Ghobnait's Career Guidance web page, this is a very important and valuable resource in the school community, thus ensuring all students, school staff and parents are aware of Career events/materials.
- The career guidance teacher is responsible for placing a list of career sites on the school's Career Guidance web page.
- As a support for students a list of helpful phone numbers will be displayed on a notice board in the school corridor.
- A file will contain a listing of career application deadlines (i.e. CAO), this will also be written into all of the sixth year students' diaries as well as being available on the Career Guidance web page.
- In the career guidance class, students are given support and guidance with their CAO application.
- All parents and students have to ensure the CAO form is completed and CAO registration fee paid.
- Get feedback, through an online questionnaire (i.e. Google Forms), from former pupils of Coláiste Ghobnait who previously sat the Leaving Cert. This information will be gathered before the Halloween mid-term break.
- Implement the policy.
- Regular communication with the SPHE teacher and Special Needs Co-ordinator.

Questionnaire:

1. Student Name.
2. E-mail Address.
3. Leaving Cert Year.
4. Points achieved in Leaving Cert.
5. Are you attending a third level course?
If so give course and College name, if not what are you doing?
6. Your recommendations for improving guidance in Coláiste Ghobnait?
7. Would you be willing to visit Coláiste Ghobnait in the future to talk to the students about your study course?

- The Guidance Counsellor's timetable contains a 40-minute class slot.
- The Guidance Counsellor tries to meet all students in the first term (August – October)
- The Guidance Counsellor has to complete Appendix 1 following a meeting with a student.
- Any student/parent can ring the school or send an e-mail to cormac.coyne@gretb.ie to arrange a meeting.
- Provides School Management with a report on courses achieved by Coláiste Ghobnait's students before the Halloween mid-term break..
- The Guidance Counsellor will be available in Coláiste Ghobnait on the day students receive their Leaving Cert results to help with any questions or problems students may have.
- During the school year the career guidance teacher will organise three guest speakers from various occupations to talk to the students in Year 5 and 6, therefore Coláiste Ghobnait students will have knowledge of six various occupations prior to completing their post-primary education in Coláiste Ghobnait.
- Professional Development..

In-career development is most important to the work of the Guidance Counsellor. Coláiste Ghobnait facilitates regular attendance at IGC and Counselling Supervision meetings without disrupting the timetable. A range of in-services are provided at the IGC Annual General Meeting – workshops and presentations relating to the work in hand. An additional in-service session is organised locally and countrywide and all currently registered members can attend. The Department of Education supports the IGC members by funding this training. The IGC has links with many other organisations, for example – 'Institiúid Eolaíochta an Fhéinmharaithe', IBEC, FÁS, IAPC and they all provide in-career development.

A chartered member must undertake ten hours of in-service training annually (IGC Constitution and Code of Ethics 2004) to maintain an IGC (Institute of Guidance Counsellors) valid membership.

- The career guidance teacher must complete a written report on VS Ware in relation to the student's progress in career guidance class and also meet the Parents/Guardian at the Parent/Teacher meeting.
- If the Parents/Guardian cannot attend the meeting it is advisable to ring them about the student's progress in career guidance class and to keep a record of this phone call.

Guidance Counselling

Guidance counselling, guidance and counselling refer to a range of learning experiences provided in a developmental sequence, they are compiled to help students make life choices and to help them complete this journey. These learning experiences can be broken into three distinct but interlinked areas:

- Personal and Social
- Educational
- Vocational/Career

Guidance Counselling is an important part of the Whole School Guidance Policy. It is provided on an individual basis, or if necessary, to a group.

Aims of Career Guidance

- Work with students on study skills, time management, assessment, subject choices, study plan and its level.
- Explore interests and skills with them i.e. Centigrade, Qualifax and Careers Portal
- Bring in Guest Speakers.
- Undertake career exploration.
- Prepare students for work experience.
- Follow up former students regarding progression routes and objectives.
- Inform students of CAO, UCAS, PLC Courses etc. and training opportunities, careers and jobs.
- Work with them on compiling a CV.

Aims of Social and Personal Counselling

- Provide a confidential, non-judgemental listening service for students.
- Provide them with advice and guidance to deal with emotional problems.
- Develop their self-esteem and leadership skills.
- Provide the information and skills which relate to students personal and social development, their self-knowledge, their planning and decision making.
- Examine, with them, the skills to deal with concerns, time and study management
- Support students in difficulty.
- Assist students to examine their thoughts, feelings and choices.

An essential element of the career guidance programme in Coláiste Ghobnait is the counselling provided to every student as part of the learning and developmental process and when students are dealing with a personal crisis. Such counselling is provided on an individual or group basis. The counselling may include personal counselling, educational counselling, career counselling or a combination of all three.

The Role of the Subject Teacher:

- Implement the policy in the classroom and in the school environment.
- All teachers make an effort to promote a positive learning atmosphere in their classes and support the full development of the student in the dialogue with the students in their care.
- All teachers must ensure they have read and are implementing the roles set out in the career programme for years 1-6.
- Following Week 10, 20 & 30 exams (Mock exams) the teacher provides feedback to students through the assessment template in Appendix 2. This is guidance for students on how to reach their potential.
- Subject teachers continually monitor student progress and development in their own subjects.
- Teachers are asked not to give too much homework in September so that first year students are given a chance to settle in school and get used to all the new subjects and also deal with the transition from primary school to post primary.

The Student's Role:

- All students from Year 4 to 6 must have the book 'REACH'.
- All students must follow the teacher's instructions.
- Have their homework diary in class.
- Check the school's career website.
- Research careers.
- Attend *Option West*.
- Use the website www.careersportal.ie.
- Get registered on the website www.careersnews.ie.
- Prepare study plan under the teacher's direction.

- Be aware of and pay attention to career application deadlines e.g. CAO and have them written into diary.
- Students are given support and guidance with their CAO application in career guidance class.
- All parents and students must ensure the CAO form has been completed and CAO registration fee paid.
- Be aware of all the choices available when finished in secondary school.
- Calculate average mark after Week 10, 20 and 30 exams.

The Role of the Year Head:

- Be a contact person for the year group.
 - Communicate with parents (phone calls, e-mails, etc.)
 - Share information about year group with school staff and management.

Two methods of communication with parents in relation to the students' pastoral care and progress.(organise meeting with each student)

- Parent/Teacher meeting – discuss academic and general progress with each parent.

Academic Monitoring

- Set targets for exams in Week 10, 20 and 30.
- Then review the results and take the required action.
- The Year Head must calculate the average mark and ensure that the student is aware of that mark.
- Review VS Ware reports.
- Link with Special Needs Co-Ordinator– plan as necessary.
- Link with Pastoral Committee.

Attendance (Attendance Policy)

- Attendance monitoring – pupil absent for a few days (see policy) – ring their home.

School Diary

- To be checked at least every second week and signed by class teacher.

Induction at beginning of school year

- The School Management provide an induction agenda to Year Heads at the beginning of the school year.

Lockers to be checked once every term.

Book List

- Prepare the Book List and forward it to the school secretary by the beginning of May.

Achievements/Competitions

- Furnish colas.gobnait@gretb.ie with information to do with any competitions etc. involving the school's students, both within the school and outside of it.

The School's Code of Behaviour

- Implement the Code

The Role of the Parents/Guardians

- The school recognises the role of Parents/Guardians in developing and implementing the Whole School Guidance Policy. We expect Parents/Guardians to support the school with regards to

encouraging students to have a positive attitude towards the Whole School Guidance Policy and to comply with the Policy so that all students in Coláiste Ghobnait reach their potential.

- It is important that parents are aware of the Whole School Guidance Policy and structures.
- We ask you to support the school by giving the school important information in relation to your son's/daughter's welfare.
- All parents get an opportunity to meet the career guidance teacher at a Parent/Teacher meeting, to discuss their son's/daughter's progress or, if necessary, an appointment can be made for another time.
- All parents are welcome to make an appointment with any subject teacher, Principal or Deputy Principal to enquire and to receive information on their son's/daughter's progress.
- In the career guidance class students receive support and guidance with their CAO application.
- All parents and students have to ensure the CAO form is completed and that the CAO registration fee is paid.

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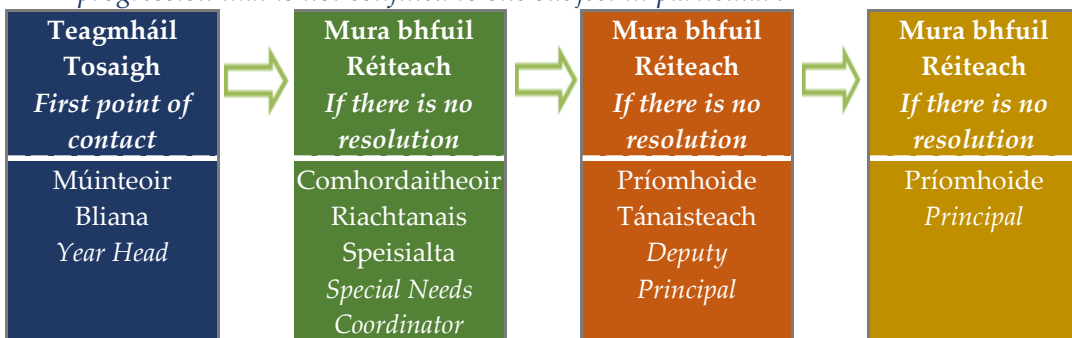
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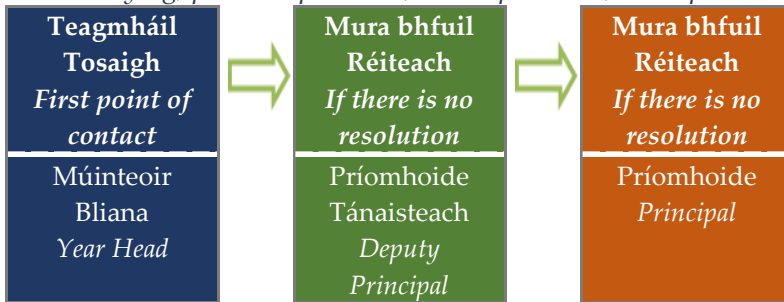
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- Dul chun cinn go ginearálta, maidir le gnéithe seachas gnéithe acadúla (sóisialta, bulaíocht, fadhb phearsanta, fadhb sláinte, fadhb bhaile)/General progression regarding non-academic aspects (social, bullying, personal problems, health problems, home problems):



Guidance Plan – 6th class moving from primary school to post-primary

- The Special Needs Coordinator will send an application form to Parents/Guardians of 6th class pupils in Scoil Chaomhain.
- The Special Needs Coordinator sends a letter to the primary school Principal asking for the Education Pass and STEN results.
- These results will be passed on to Coláiste Ghobnait's subject teachers at the beginning of the new school year.
- Towards the end of the school year, in April or May, (before the students commence their post-primary education in Coláiste Ghobnait) the Principal, Deputy Principal and the Special Needs Coordinator will meet the Parents/Guardians of the 6th years to enable Coláiste Ghobnait to provide each student with their Continuum of Support and make the transition from primary school to Coláiste Ghobnait a positive experience.
- The Special Needs Coordinator will organise a visit by 6th year pupils to visit Coláiste Ghobnait. They will attend some classes during the visit.
- In June a book list, the school calendar and a list of school clothes will be sent to parents.
- Before the mid-term break the Year Head will meet the student and the Parents/Guardian to find out how the transition from primary school to Coláiste Ghobnait is going.

Transition from Primary School

Before the students start in Coláiste Ghobnait the Special Educational Needs Coordinator contacts the primary schools. The school sees this contact as an important step in accurately identifying those students with special educational needs and in providing for their ongoing care.

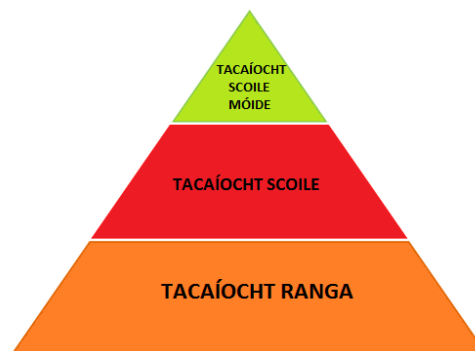
Where possible, prior to their move to Coláiste Ghobnait, visits are organised for students with special educational needs.

The information received from the Primary Schools and from parents, as well as results of Cognitive Ability tests, helps the school to identify those students who might need additional support at Post-Primary level.

Guidance Plan for Year 1

Aims:

- Give 1st year pupils time & support to deal with the transition from primary school to post-primary
- Assist students to identify their talents & achievements.
- Find ways to deal with stress and personal problems & develop social skills to prepare for teenager & adolescent needs.
- Time management skills for school and for recreation.
- In consultation with parents, referrals to professional agencies outside of school, or to a NEPS Psychologist, may be advised for students as necessary.
- Teach skills on how to approach study and exams.
- 1st year pupils are not given subject choices as they all undertake 10 subjects and 2 short courses.
- To be able to make a decision in an effective manner.
- Assist and support students who feel under pressure.



The Continuum of Support will be used in Coláiste Ghobnait's guidance programme so as to develop a learning environment in which each student feels they are provided with the guidance that meets their needs and their participation in school life.

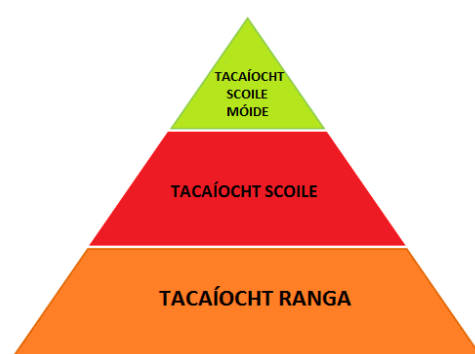
Subject/ Learning Objectives Student Needs	When?	Who?	Resources
Personal and Social	September	Special Needs Coordinator	
<ul style="list-style-type: none"> • Support 1st year pupils in dealing with the transition from primary school to post-primary 			
<ul style="list-style-type: none"> • Staying Healthy – School Wellness Programme 	Ongoing	CSPE, SPHE, Games Teachers	
<ul style="list-style-type: none"> • Anti-bullying 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> • Interpersonal Skills – understanding other people's needs 	Ongoing	SPHE Teachers	
<ul style="list-style-type: none"> • Trip at the outset of the year – provide students with an opportunity to get acquainted 	Beginning of year	Year Head	
<ul style="list-style-type: none"> • SPHE Short Course 	Ongoing	SPHE Teacher	
Guidance/Educational	Beginning of year	Year Head	
<ul style="list-style-type: none"> • A special induction day for first year students on the first day the school opens 			
<ul style="list-style-type: none"> • Career 1 - These modules are completed by year 1 - the supports available in school - My Values - My defenses and My goals. 		Year Head	
<ul style="list-style-type: none"> • Basic study skills and how to take notes and select main points (provide guidance to the 	Ongoing	All Subject Teachers + Year Head	

students in their own subjects)			
• Effective Listening	Ongoing	All Subject Teachers	
• Organisational skills	Ongoing	All Subject Teachers + Year Heads	
• Assessment Template, see template – guidance, advice and support for students, of exams 10, 20 & 30 and calculate the average mark.	Ongoing	All Year Heads	
• Teachers are asked not to give too much homework in September so as to allow students to settle in school and become familiar with all the new subjects. To deal with the transition from primary school to post-primary	September	All Subject Teachers	
• Coláiste Ghobnait provides the students with school diaries	Beginning of year	School Management	School Diary
• The Special Needs Coordinator will meet with 1 st year students, before the mid-term break, to support them as they start out on their post primary education. This gives the students an opportunity to talk about any problems they have with new subjects or settling in.	Before mid-term break	Special Needs Coordinator	
• They are given information in relation to subject structure, assessment and grading in the Junior Cycle, and guidance on how to keep an account of the other areas of learning that will need to be reported in the Junior Cycle Profile of Achievement	Beginning of year	Year Heads and all Subject Teachers	
• Assembly each morning • A text to be sent home at 10.30a.m. if a student is absent and no contact has been made with the school by their Parent/Guardian	Ongoing	School Management	
• Bullying Awareness Day	School Calendar	SPHE/CSPE Teacher	
• Friendship Day	School Calendar	SPHE/CSPE Teacher	
• Preparation for in-house exams ○ Time management skills ○ Reading exam papers	Ongoing	All Subject Teachers	
• Wellbeing Day	School Calendar	Transition Year Coordinator	
• Career Guidance Web Page	Ongoing	Guidance Teacher	

Guidance Plan for Year 2

Aims

- Assist students to identify their talents & achievements.
- Find ways to respond to stress and personal problems & develop social skills to prepare for teenager & adolescent needs.
- All students will undertake 10 subjects & 2 short courses.
- Teach skills on how to approach study and exams.
- Time management skills for school and recreation.
- Develop interpersonal skills so as to understand the needs of others.
- Be able to make a decision in an effective manner..
- In consultation with parents, referrals to professional agencies, outside of school or to a NEPS Psychologist, may be advised for students as necessary.
- Assist and support students who feel under pressure.



The Continuum of Support will be used in Coláiste Ghobnait's guidance programme so as to develop a learning environment in which each student feels they are provided with the guidance that meets their needs and their participation in school life.

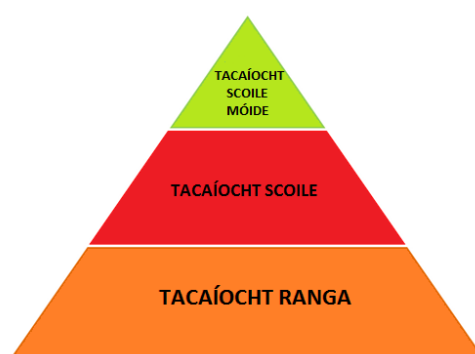
Subject/ Learning Objectives Student Needs	When?	Who?	Resources
Personal and Social			
<ul style="list-style-type: none"> • Staying Healthy– School Wellness Programme • Anti-bullying 	Ongoing	CSPE, SPHE, Games Teachers	
<ul style="list-style-type: none"> • Interpersonal Skills – understanding other people's needs 	Ongoing	SPHE Teachers	
<ul style="list-style-type: none"> • Trip at the beginning of the year – gives students an opportunity to become acquainted 	Beginning of year	Year Head	
<ul style="list-style-type: none"> • SPHE Short Course 	Ongoing	SPHE Teacher	
Guidance/Educational			
<ul style="list-style-type: none"> • Basic study skills and note taking and selecting the main points (give guidance to students in their own subjects) 	Ongoing	All Subject Teachers + Year Heads	
<ul style="list-style-type: none"> • Career 2 - Year 2 has completed these modules - Who I am - My property - My paths after school - SMART Goals - My unique values - My voice and how I present myself. 	Beginning of year	Year Head	
<ul style="list-style-type: none"> • Effective Listening 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> • Organisational skills 	Ongoing	All Subject Teachers	

<ul style="list-style-type: none"> Assessment Template, see template – guidance, advice and support for students of exams 10, 20 & 30 and calculate average mark. 	Ongoing	Year Head	
<ul style="list-style-type: none"> Coláiste Ghobnait provides the students with school diaries 	Beginning of year	School Management	School Diary
<ul style="list-style-type: none"> They are given information in relation to subject structure, assessment and grading in the Junior Cycle and guidance on how to keep an account of other areas of learning that need to be reported in the Junior Cycle Profile of Achievement 	Beginning of year	All Subject Teachers and Year Heads	
<ul style="list-style-type: none"> Assembly each morning A text to be sent home at 10.30a.m. if a student is absent and the school has not been contacted by their Parent/Guardian 	Ongoing	School Management	
<ul style="list-style-type: none"> Bullying Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Friendship Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Preparation for in-house exams <ul style="list-style-type: none"> Time management skills Reading exam papers 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> Wellbeing Day 	School Calendar	Transition Year Coordinator	
<ul style="list-style-type: none"> Induction at the beginning of the schoolyear 	Beginning of year	Year Head	
<ul style="list-style-type: none"> Career Guidance Web Page 	Ongoing	Guidance Teachers	

Guidance Plan for Year 3

Aims

- Assist students to identify their talents & achievements.
- Find ways of responding to stress and personal problems & develop social skills to prepare for teenager & adolescent needs.
- Teach skills on how to approach study and exams.
- Develop time management skills for school and recreation.
- Develop interpersonal skills so as to understand the needs of others.
- Be able to make a decision in an effective manner.
- In consultation with parents, referrals to professional agencies, outside of school or to a NEPS Psychologist, may be advised for students as required.
- Assist and support students who feel under pressure.



- The Continuum of Support will be used in Coláiste Ghobnait's guidance programme so as to develop a learning environment in which each student feels they are being provided with the guidance that meets their needs and their participation in school life.

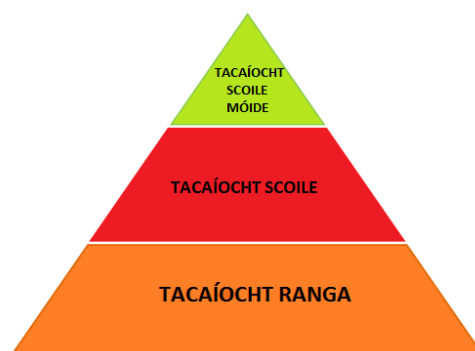
Subject/ Learning Objectives Student Needs	When?	Who?	Resources
Personal and Social			
<ul style="list-style-type: none"> • Staying Healthy– School Wellness Programme 	Beginning of year	CSPE/SPHE, Games Teachers	
<ul style="list-style-type: none"> • Anti-bullying 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> • Trip at the beginning of the year – to give students an opportunity to become acquainted. 	Beginning of year	Year Head	
<ul style="list-style-type: none"> • Interpersonal Skills – an understanding of the needs of others 	Ongoing	SPHE Teacher	
Guidance/Educational			
<ul style="list-style-type: none"> • Choice of subjects for the Leaving Cert exam – provide one class in your subject in which to give information to students about the Leaving Cert programme 	After Christmas	All Subject Teachers	
<ul style="list-style-type: none"> • Career 3 - These modules are completed by year 3 - My skills - My career exploration - My fair life - My after school choices - Introducing myself. 	Beginning of year	Year Head	
<ul style="list-style-type: none"> • Internet Safety Information 	Think before you click – SPHE/CSPE Teacher		

<ul style="list-style-type: none"> Application will be made as necessary for Reasonable Accommodations in state exams for students in Coláiste Ghobnait 	Dates of State Examinations Commission	Sepecial Needs Co-Ord and Career Guidance Teacher	
<ul style="list-style-type: none"> Information session on Transition year programme with parents of Year 3 	January each year	School Management	
<ul style="list-style-type: none"> Letter sent to parents – a letter asking if son/daughter is going to undertake the Transition Year programme 	After Christmas	School Management	
<ul style="list-style-type: none"> Coláiste Ghobnait provides the students with school diaries 	Beginning of school year	School Management	
<ul style="list-style-type: none"> Induction at the beginning of the schoolyear 	Beginning of school year	Year Head	
<ul style="list-style-type: none"> Assessment Template, see template – guidance, advice and support for students of exam 10 & Mock exams and calculate average mark. 	Ongoing	Year Head	
<ul style="list-style-type: none"> A workshop on various study skills will be organised at the beginning of the school year. At this workshop students will receive guidance on how to set out their own study timetable and prepare for the mock exams and state exams. 	Depending on demand	Year Head	
<ul style="list-style-type: none"> Prepare for state exams (study plan): <ul style="list-style-type: none"> Time management skills Reading exam papers Answering questions 	From September to end of year	All Subject Teachers	
<ul style="list-style-type: none"> Select the exam level for state exams – year 3 will have to choose these before the Junior Cert 	Before Mock exams	Support advice from all Subject Teachers	
<ul style="list-style-type: none"> Assembly every morning 	On going	School Management	
<ul style="list-style-type: none"> A text to be sent home at 10.30a.m. if a student is absent and the school has not been contacted by their Parent/Guardian 	On going	School Management	
<ul style="list-style-type: none"> They receive information on subject structure, assessment and grading in the Junior Cycle and guidance on how to keep a record of other areas of learning that is to be reported in the Junior Cycle Profile of Achievement 	Beginning of year	All Subject Teachers and Year Heads	
<ul style="list-style-type: none"> DATS Assessment for students not doing Transition Year 	After February break	Career Guidance Teacher	
<ul style="list-style-type: none"> Bullying Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Friendship Awareness Day 	School Calendar	CSPE/SPHE Teacher	

• Wellbeing Day	School Calendar	Transition Year Coordinator	
• Career Guidance Web Page	Ongoing	Guidance Teacher	

Guidance Plan for Year 4

Aims



- The Continuum of Support will be used in Coláiste Ghobnait's guidance programme to develop a learning environment in which each student feels they are being provided with the guidance that meets their needs and their participation in school life.
- In consultation with parent's referrals to professional agencies, outside of school or to a NEPS Psychologist, may be advised for students as required.
- If any student in Coláiste Ghobnait wishes to attend an open day, at which Coláiste Ghobnait will not be present, the student is very welcome to attend the event, as long as the Deputy Principal receives a note via VSWare from the Parent two days beforehand, giving their consent. This will ensure the student is marked on the roll as being present for that day.
- Assist students to identify their abilities & talents.
- Find ways to respond to stress and personal problems and develop social skills to prepare for teenager and adult needs.
- Be able to identify and develop examination & study skills.
- Time management skills necessary for school, employment and recreation.
- Develop interpersonal skills to understand the needs of others.
- Develop research skills, as well as computer skills, so as to be independent when exploring their choices.
- The career guidance teacher must complete a written report on VS Ware in relation to the student's progress in career guidance class and they must also meet the Parents/Guardian at the Parent/Teacher meeting.
- If the Parents/Guardian cannot attend the meeting it is advisable to ring them about the student's progress in career guidance class and keep a record of this phone call.
- Assist and support students who feel under pressure.

Subject/ Learning Objectives Student Needs	When?	Who?	Resources
Personal and Social			
• Trip at the beginning of the year – to give students an opportunity to become acquainted.	Beginning of the year	Year Head	
• Student Wellbeing – School Wellbeing Programme.	Ongoing	All Subject Teachers	
• Anti-bullying	Ongoing	All Subject Teachers	
• OSPS Short Course		SPHE Teacher	
• Transition Year Exhibition – students, parents and	School		

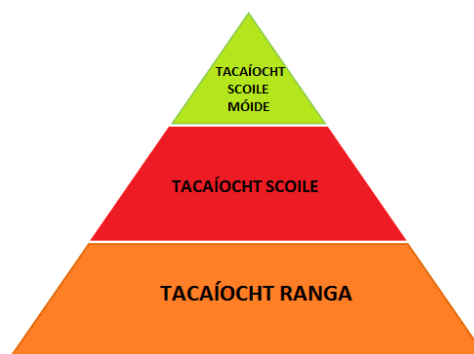
school community invited to attend this event	Calendar		
<ul style="list-style-type: none"> 'An Tobar Nua' 	School Calendar	Transition Year Coordinator	
<ul style="list-style-type: none"> Interview with Deputy Principal and Transition Year Coordinator as they present their programme of work. 	End of the Year	Transition Year Coordinator	
<ul style="list-style-type: none"> Strategies for responding to stress, personal and social problems (RSE) 	On going	SPHE Teacher	
Guidance/Educational <ul style="list-style-type: none"> REACH Workbook Students have the REACH+ book and they work on the site careerportal.ie in conjunction with the book 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> Coláiste Ghobnait provides students with school diaries 	Beginning of the year	School Management	
<ul style="list-style-type: none"> Preparation for in-house exams 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> Time management skills Reading exam papers 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> Year 4 students will attend the exhibition OPTIONS WEST. 	Before Christmas	Career Guidance Teacher	
<ul style="list-style-type: none"> SAFEFOOD 	Ongoing	Home Economics Teacher	
<ul style="list-style-type: none"> All students are advised to register on www.careernews.ie website 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> A choice of subjects for the Leaving Cert exam – provide one class in your subject which will inform students of the Leaving Cert programme. Guest Speakers 	After Christmas	All Subject Teachers	
<ul style="list-style-type: none"> Computer Skills – Special Microsoft Office 	Ongoing	Éilis Uí Chatháin	
<ul style="list-style-type: none"> Internet Safety 	Ongoing	Éilis Uí Chatháin	
<ul style="list-style-type: none"> Communication in relation to events for the school year available on the school website. 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> DATS Assessment 	After Christmas	Career Guidance Teacher	
<ul style="list-style-type: none"> Induction will be done by Year Head at the beginning of school year 	Beginning of year	Year Head	
<ul style="list-style-type: none"> Assessment Template, see template – guidance, advice and support for students of exams 10, 20 & 30 and calculate average mark. 	Ongoing	Year Head	
<ul style="list-style-type: none"> A text will be sent home at 10.30a.m. when a 	Ongoing	School	

student is absent from school and Parent/Guardian have not contacted the school, a text will be sent home in the evening if student is not present for study and Parent/Guardian have not contacted the school		Management	
<ul style="list-style-type: none"> Preparation and getting ready for work experience Work experience – 3 periods As part of their work experience, students on their return to school from the workplace, will complete a work experience Diary and discussion will take place on the experience and benefit gained. Appendix 4 to be completed 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> Compile a CV Career enquiries – See Appendix 5 Students are given the opportunity of researching the career they are interested in by carrying out a comprehensive project over a few months. These projects are put on display as part of the Transition Year exhibition. The students participate in the National Career Skills Competition run by careersportal.ie 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> Bullying Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Friendship Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Wellbeing Day 	School Calendar	Transition Year Coordinator	
<ul style="list-style-type: none"> Career Guidance Web Page 	Ongoing	Guidance Teacher	

Guidance Plan for Year 5

Aims

- Assist students to identify their abilities & talents.
- Find ways to respond to stress and personal problems & develop social skills to prepare for teenager & adult needs.
- Be capable of identifying and developing exam & study skills.
- Develop time management skills necessary for school, employment and recreation.
- Develop interpersonal skills so as to understand the needs of others..
- Allow students the opportunity to collect comprehensive information on matters of interest to them and then linking these to relevant careers.
- Undertake comprehensive research on various careers.
- Learn how to make good decisions and consequently make good choices.



- The Continuum of Support will be used in Coláiste Ghobnait's guidance programme to develop a learning environment in which each student feels they are being provided with the guidance that meets their needs and their participation in school life.
- In consultation with parent's referrals to professional agencies outside of school, or to a NEPS Psychologist, may be advised for students as necessary.
- If any student in Coláiste Ghobnait wishes to attend an open day, at which Coláiste Ghobnait will not be present, the student is very welcome to attend the event, as long as the Deputy Principal receives a note via VSWare from the Parent two days beforehand, giving their consent. This will ensure the student is marked on the roll as present for that day.
- The career guidance teacher is also responsible for keeping abreast of developments in careers and courses and sharing this information with students in class and on the School's guidance web page.
- Develop research skills and computer skills so as to be independent when exploring their options.
- The career guidance teacher must complete a written report on VS Ware in relation to the student's progress in career guidance class and must also meet the Parents/Guardian at the Parent/Teacher meeting.
- If the Parents/Guardian cannot attend the meeting it is advisable to ring them about the student's progress in career guidance class and keep a record of this phone call.
- Assist and support students who feel under pressure.
- The following learning outcomes will be achieved in Guidance class by year 5 students:
 1. Career planning & research.
 2. Self-Assessment.
 3. Study Skills.
 4. World of Education. (Domhan an oideachais)
 5. World of Work. (Domhan na hoibre)

6. Students in year 5 will research three careers that would suit them in their future working lives. Following this research, they will undertake a week's work experience in one of the careers they researched. The teacher, in conjunction with the student, will organise this work experience in the chosen career selected from the research. (School Calendar)
7. Students will have access to computers and the relevant websites such as www.saoloibre.ie , www.careersportal.ie .

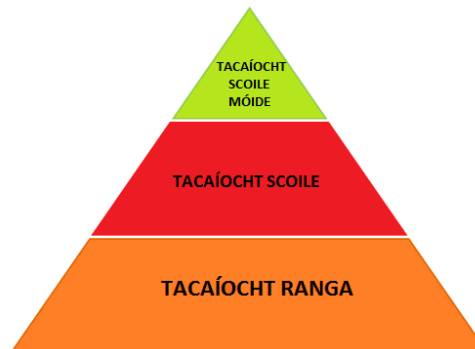
Subject/ Learning Objectives Student Needs (one class per week)	When?	Who?	Resources
Personal and Social			
<ul style="list-style-type: none"> Trip at the beginning of the year – provide students with an opportunity to become acquainted. 	Beginning of the year	Year Head	
<ul style="list-style-type: none"> Student Wellbeing – School's Wellbeing Programme 	Ongoing	CSPE, SPHE, Games Teachers	
<ul style="list-style-type: none"> An Tobar Nua 	School Calendar	Transition Year Coordinator	
<ul style="list-style-type: none"> Strategies for responding to stress associated with personal and social problems (RSE) 	Ongoing	SPHE Teacher	
Guidance/Educational			
<ul style="list-style-type: none"> REACH Workbook – continue working on it The students have the REACH+ book which they work on in conjunction with the site careersportal.ie 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> Preparation for in-house exams <ul style="list-style-type: none"> Time management skills Reading exam papers 	Ongoing	All Subject Teachers	
<ul style="list-style-type: none"> Year 5 students will attend the exhibition OPTIONS WEST. 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> They are given information about Universities and Further Education Colleges – PLC route 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> Coláiste Ghobnait provides the students with school diaries 	Beginning of school year	School Management	
<ul style="list-style-type: none"> Communication in relation to events for the school year are available on the School's Website. 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> Induction at the beginning of the year 	Beginning of school year	Year Head	
<ul style="list-style-type: none"> Assessment Template, see template – guidance, advice and support for students of exams 10, 20 & 30 and calculate average mark. 	Ongoing	Subject Teacher	
<ul style="list-style-type: none"> A text will be sent home at 10.30a.m. when a student is absent from school and Parent/Guardian have not contacted the school, a text will be sent home in the evening if student is not present for study and 	Ongoing	School Management	

Parent/Guardian have not contacted the school			
<ul style="list-style-type: none"> All students are advised to register on the website www.careersnews.ie 	Career Guidance Class	Career Guidance Teacher.	
<ul style="list-style-type: none"> Point System 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> Work experience – one week As part of their work experience, students on their return to school from the workplace, will complete a work experience Diary and discussion will take place on the experience and benefit gained. Appendix 3 & 4 to be completed. 	School Calendar	Career Guidance Teacher	
<ul style="list-style-type: none"> Guest Speakers – three guest speakers within the school year 	According to policy	Career Guidance Teacher	
<ul style="list-style-type: none"> Career enquiries – See Appendix 5. Students are given the opportunity of researching the career they are interested in by carrying out a comprehensive project over a few months. The students participate in the National Career Skills Competition run by careersportal.ie 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> Bullying Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Friendship Awareness Day 	School Calendar	CSPE/SPHE Teacher	
<ul style="list-style-type: none"> Wellbeing Day 	School Calendar	Transition Year Coordinator	
<ul style="list-style-type: none"> Career Guidance Web Page 	Ongoing	Guidance Teacher	

Guidance Plan for Year 6

Aims

- Assist students in identifying their abilities & talents.
- Find ways to respond to stress and personal problems & develop social skills, in preparation for teenager & adult needs.
- Be capable of identifying and developing exam & study skills.
- Time management skills necessary for school, employment and recreation.
- Develop interpersonal skills so as to understand the needs of others.
- Allow students the opportunity to collect comprehensive information on matters of interest to them and linking these to relevant careers..
- Undertake comprehensive research of various careers.
- Learn how to make good decisions and consequently make good choices.



- The Continuum of Support will be used in Coláiste Ghobnait's guidance programme to develop a learning environment in which each student feels they are being provided with the guidance that meets their needs and their participation in school life.
- In consultation with parents, referrals to professional agencies outside of school or to a NEPS Psychologist may be advised for students as necessary.
- If any student in Coláiste Ghobnait wishes to attend an open day, at which Coláiste Ghobnait will not be present, the student is very welcome to attend the event, as long as the Deputy Principal receives a note via VSWare from the Parent two days beforehand, giving their consent. This ensures the student is marked on the roll as present for that day.
- The career guidance teacher is also responsible for keeping abreast of developments in careers and courses and sharing this information with students..
- Develop research skills and computer skills so as to be independent when exploring their options.
- The career guidance teacher must complete a written report on VS Ware in relation to the student's progress in career guidance class and they must also meet the Parents/Guardian at the Parent/Teacher meeting.
- If the Parents/Guardian cannot attend the meeting it is advisable to ring them in relation to the student's progress in career guidance class and keep a record of this phone call.
- Assist and support students who feel under pressure.
- In year 6, students will have achieved the following learning outcomes in Career Guidance class:
 1. Career research & planning.
 2. Self-Assessment.
 3. Study Skills.
 4. World of Education. (Domhan an oideachais)
 5. World of Work. (Domhan na hoibre)
 6. The students will have access to computers and the relevant websites such as www.saoloibre.ie , www.careersportal.ie .

Subject/ Learning Objectives Student Needs	When?	Who?	Resources
Personal and Social <ul style="list-style-type: none"> • Trip at the beginning of the year – allows students to become acquainted 	Beginning of the year	Year Head	
<ul style="list-style-type: none"> • Student Wellbeing – School’s Wellbeing Programme 	Ongoing	CSPE, SPHE, Games Teachers	
<ul style="list-style-type: none"> • An Tobar Nua 	Ongoing	Transition Year Coordinator	
<ul style="list-style-type: none"> • Strategies for responding to stress associated with personal and social problems (RSE) 	Ongoing	SPHE Teacher	
Guidance/Educational <ul style="list-style-type: none"> • College Life & taking care of yourself/study and social life & costs and work • They receive information on Universities and Further Education Colleges – PLC route 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> • Coláiste Ghobnait provides students with school diaries 	Beginning of the year	School Management	
<ul style="list-style-type: none"> • A list of career application deadlines (i.e. CAO) will be held in a file and written in all of the sixth year students’ diaries and also on the notice board • CAO & UCAS system for applying for courses • They are reminded of the CAO change of mind opportunities 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> • Programme for Transition from Post Primary to Third Level College • Apprenticeships • SUSI, Higher Options • The Guidance Counsellor discusses DARE and HEAR applications with individual students and contacts parents as necessary • Information available to students in relation to pupil scholarships 	Ongoing	Career Guidance Teacher	
<ul style="list-style-type: none"> • A workshop on different study skills will be organised at the beginning of school year. At this workshop guidance will be given to students on how to set out their own study timetable and prepare themselves for the mock exams and state exams 	Depending on demand	Year Head	
<ul style="list-style-type: none"> • The students have the REACH+ book and they work on this in conjunction with the site careersportal.ie 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> • Year 6 students attends the exhibition OPTIONS WEST 	Career Guidance Class	Career Guidance Teacher	
<ul style="list-style-type: none"> • Communication in relation to events for the 	Career	Career Guidance	

school year will be available on the School's Website	Guidance Class	Teacher	
• Induction at the beginning of the year	Beginning of year	Year Head	
• Prepare for state exams (study plan): <ul style="list-style-type: none"> ○ Time management skills ○ Reading exam papers ○ Answering questions 	Ongoing	All Subject Teachers	
• Selecting levels (Implement the Continuum of Support)	Before Mock exams	Guidance & Advice from all subject teachers	
• Assessment Template, see template – guidance, advice and support for students of exam 10 & Mock exams.	Ongoing	Subject Teacher	
• Calculate average mark.		Year Head	
• A text will be sent home at 10.30a.m. when a student is absent from school and Parent/Guardian have not contacted the school, a text will be sent home in the evening if student is not present for study and Parent/Guardian have not contacted the school	Ongoing	School Management	
• All students are advised to register on the website www.careersnews.ie	Career Guidance Class	Career Guidance Teacher	
• Point System	Career Guidance Class	Career Guidance Teacher	
• Before Halloween mid-term break collect feedback, through an online questionnaire (i.e. Google Forms), from Coláiste Ghobnait's former Leaving Cert students	Before Halloween	Career Guidance Teacher	
• Before Halloween mid-term break furnish school Management with a report of the courses achieved by Coláiste Ghobnait students	Before Halloween	Career Guidance Teacher	
• To help students with problems and questions the Guidance Counsellor will be available in Coláiste Ghobnait on the day students receive their Leaving Cert results to help, support and provide guidance to students and parents.	August	Career Guidance Teacher	
• During the school year the career guidance teacher will arrange three guest speakers, from different careers, to talk to students in Year 6, therefore Coláiste Ghobnait students will have knowledge of six different careers before finishing their post-primary education	According to policy	Career Guidance Teacher	
• Bullying Awareness Day	School Calendar	CSPE/SPHE Teacher	

• Friendship Awareness Day	School Calendar	CSPE/SPHE Teacher	
• Wellbeing Day	School Calendar	Transition Year Coordinator	
• Career Guidance Web Page	Ongoing	Guidance Teacher	

Guidance Resources

- The book Reach+ & the following websites: www.careersportal.ie www.qualifax.ie
www.careersnews.ie www.ucas.com
- Prospectus from the colleges and universities
- Computers, internet sites
- Videos on www.careersportal.ie / www.saoloibre.ie
- Open days, Higher Options and information days, day seminars
- Supervised sessions
- IGC meetings
- Guest Speakers
- Work Experience

Monitoring of Plan

The guidance programme in the school needs to be reviewed annually due to significant changes that are emerging in the new Wellbeing area of learning since February 2017 and due to changes in the human resource allocation from DES.

Link with other school policies

The Whole School Guidance Policy is developed to promote consistency and cohesiveness within the school's overall plan:

- Child Protection Procedures for Primary and Post Primary Schools 2017
- Anti-Bullying Policy
- Computer Health & Safety Policy & Acceptable Use Policy
- Attendance Strategy
- Code of Behaviour
- Special Needs Policy
- SPHE & RSE Policy

APPENDIX 1



Coláiste Ghobnait

Inis Oírr | Oileáin Árann | Co. na Gaillimhe. +353 99 75016; +353 87 2232520 eolas.gobnait@gretb.ie www.colaisteghnait.com



MEETING WITH PARENT/STUDENT

STUDENT'S NAME

YEAR:

DATE:

REASON FOR MEETING:

WHO ORGANISED THE MEETING:

MAIN ITEMS DISCUSSED AT MEETING:

.....
.....
.....

STUDENT'S OPINION:

.....
.....
.....

PARENTS OPINION:

.....
.....
.....

ACTIVITY TO BE UNDERTAKEN FOLLOWING THE MEETING

THESE ARE?

.....

.....

WHO WILL EXECUTE THEM?

.....

.....

HOW AND WHEN?

.....

TEACHER'S SIGNATURE:

PARENT'S SIGNATURE:

STUDENT'S SIGNATURE:

DATE:

APPENDIX 1



MEETING WITH STUDENT
Coláiste Ghobnait

Inis Oírr | Oileáin Árann |
Co. na Gaillimhe.

+353 99 75016; +353 87 2232520

eolas.gobnait@gretb.ie

www.colaiasteghobnait.com



AINM AN SCOLÁIRE: DÁTA:

Ábhar	Leibh	TS	AT

Caitheamh Aimsire

Laidreachtaí
Gnóthachtála
Spriocanna

Suimeanna Oideachasúil/Gairmeacha
Plean Gairme

Nótaí (Céard a bhí pléite, Gníomhachtaí Aontaithe, dáta don chéad cruinniú eile)

Síniú Treoirchomhairleoir: Síniú an Scoláire:

APPENDIX 2
COLÁISTE GHOBNAIT



Ainm an Scoláire: _____

Bliain: _____ Múinteoir: _____

Scrúdú Seachtain ____

Ábhar: _____


<p>Mac Léinn <i>Sula dtosaíonn tú an scrúdú</i></p>	<p>Cén marc as 10 a thabharfadh tú do chuid ullmhúchán don scrúdú seo – cuir ciorcal ar uimhir:</p>	
	<p>Cuir tic leis an ullmhúcháin ar fad a rinne tú:</p>	
	<p>Obair bhaile</p>	
	<p>Staidéar/Dul siar</p>	
	<p>Cleachtadh freagairt ceisteanna</p>	
	<p>I láthair do gach rang</p>	
	<p>Eile - mínigh</p>	
<p>Mac léinn <i>Tar éis duit gach cuid den scrúdú a chríochnú</i></p>	<p>Cad is dóigh leat atá bainte amach agat sa scrúdú seo?</p>	
<p>Múinteoir</p>	<p>Toradh</p>	

Le comhlánú ag an múinteoir tar éis cheartú an scrúdaithe

<p>Dul Chun Cinn Soilse Tráchtá</p>	
<p>DEARG Bhí gá le tuilleadh ullmhúcháin roimh an scrúdú – gá le hobair chrua sula dtarlaíonn feabhas</p>	
<p>ÓMRA Gá le roinnt obair bhreise sna réimsí atá aibhsithe</p>	
<p>UAINE Tá tú de réir sprice</p>	

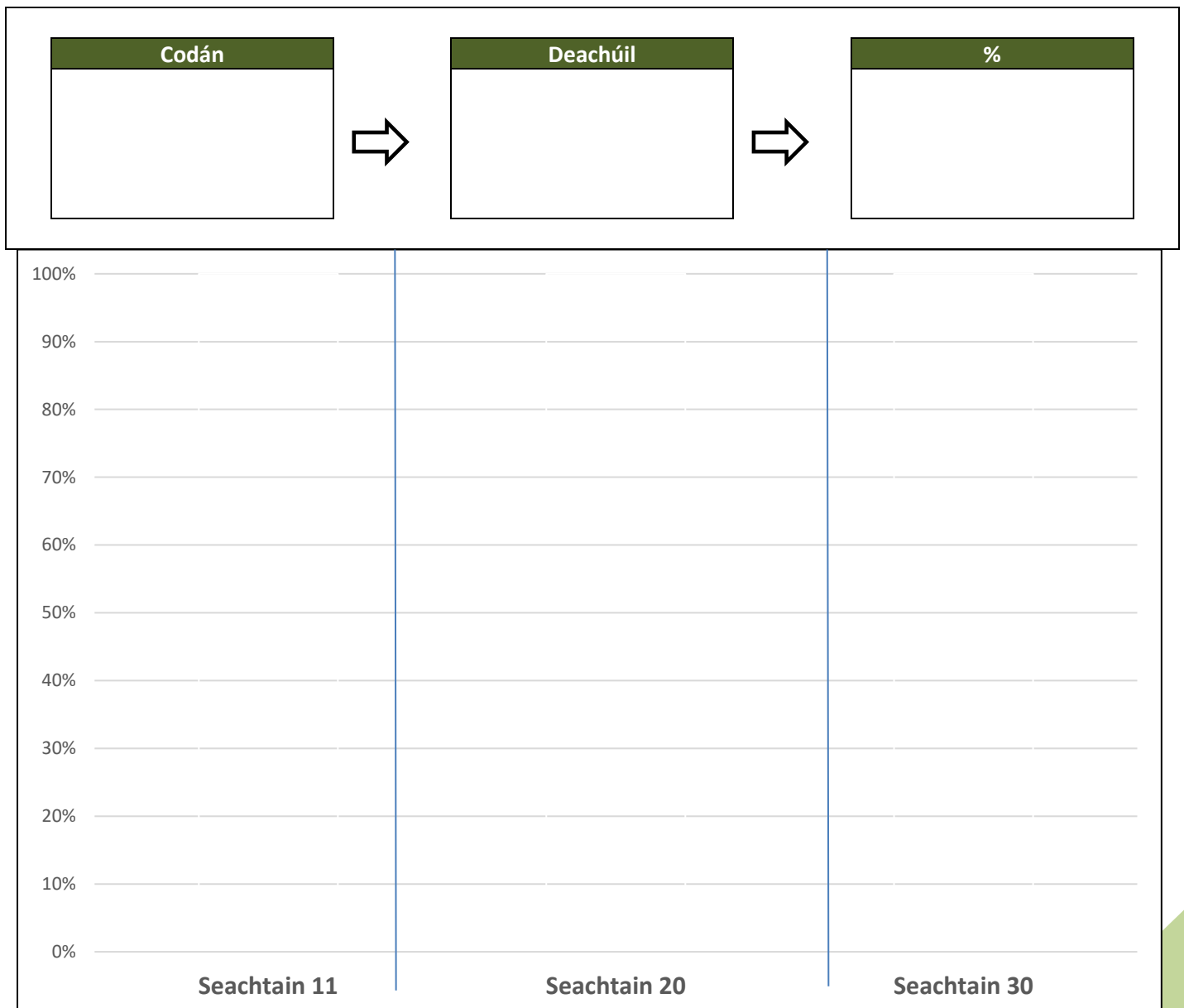
<p>FMS - Litearthacht</p>	
<p>Thar barr ar fad</p>	
<p>Os cionn ionchas</p>	
<p>Ag teacht le hionchais</p>	
<p>Ionchais le baint amach fós</p>	

Le comhlánú ag an mac léinn tar éis an scrúdú a bheith ceartaithe agus tugtha ar ais

Machnamh ar mo scrúdú	
Is iad na réimsí ar gá dom díriú orthu chun feabhas a bhaint amach:	
Dhá (2) rud a rinne mé go maith: <div style="text-align: center;">  </div>	<div style="text-align: center;">➤</div> <div style="text-align: center;">➤</div>
Cad is gá dom a dhéanamh ar bhealach éigin eile chun feabhas a chinntiú?	
An bhfuil dul chun cinn déanta agat ó scrúduithe sheachtain 11 agus 20? Mínigh	

Síniú Tuismitheora/Caomhnóra: _____ Dáta: _____

FMS – Uimhearthacht



APPENDIX 3



Coláiste Ghobnait

Inis Oírr | Oileáin Árann |
 Co. na Gaillimhe.
 +353 99 75016; +353 87 2232520
 eolas.gobnait@gretb.ie
 www.colaiasteghobnait.com



Work Experience

Student's Name

Year:

Company Name:

Contact person:

Phone number for Contact person:

E-mail address for Contact person:

Hours of Work:



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Employer's Report:

Dates:

Employer:.....

Student's Name

	<i>An-Mhaith</i> <i>Very Good</i>	<i>Maith</i> <i>Good</i>	<i>Réasúnta</i> <i>Reasonable</i>	<i>Lag</i> <i>Weak</i>
Poncúlacht <i>Punctuality and Time Keeping</i>				
Ábaltacht Treoracha a Leanacht <i>Ability to Follow Directions</i>				
Caidreamh le Fostóir <i>Relationship with Supervisor</i>				
Caidreamh le Fostaithe eile <i>Relationship with Fellow Workers</i>				
Críochnúlacht <i>Ability to Complete Tasks Well</i>				
Meon i Leith na hOibre <i>Attitude Towards Work</i>				

Aon eolas eile ar mhaith leat a thabhairt:

Any additional information you would like to add:

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Signature: Date:

APPENDIX 4

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Principal: **Bríd Ní Dhonnacha**

Deputy Principal: **Diane Ní Mhainín**

WORK EXPERIENCE DIARY

Student's Name:

Name and Address of Employer:

Dates of Work Experience:

Job Title:

Job Description/ Job Duties (**These are the general jobs you undertook during the week*)

- 1.
- 2.
- 3.
- 4.
- 5.

Reason I chose this career:

*(*Mention your interest in the job/Leaving Cert subjects & your career Plan)*

DAY: 1**START TIME:****DATE:****FINISHING TIME:****Duties carried out: (**Jobs you carried out during the day*)****Training:****Instructions given to me:****Interactions with team/customers: (*Give names and titles of team members here*)****Things I noticed:****Challenges/Problems: (*State the way you resolved the problem*)****Daily Personal evaluation: (*Feelings after your day's work*)**

DAY: 2**START TIME:****DATE:****FINISHING TIME:****Duties carried out:** (**Jobs you carried out during the day*)**Training:****Instructions given to me:****Interactions with team/customers:** (*Give names and titles of team members here*)**Things I noticed:****Challenges/Problems:** (*State the way you resolved the problem*)**Daily Personal evaluation:** (*Feelings after your day's work*)

DAY: 3**START TIME:****DATE:****FINISHING TIME:****Duties carried out: (**Jobs you carried out during the day*)****Training:****Instructions given to me:****Interactions with team/customers: (*Give names and titles of team members here*)****Things I noticed:****Challenges/Problems: (*State the way you resolved the problem*)****Daily Personal Evaluation: (*Feelings after your day's work*)**

DAY: 4**START TIME:****DATE:****FINISHING TIME:****Duties carried out: (**Jobs you carried out during the day*)****Training:****Instructions given to me:****Interactions with team/customers: (*Give names and titles of team members here*)****Things I noticed:****Challenges/Problems: (*State the way you resolved the problem*)****Daily Personal Evaluation: (*Feelings after your day's work*)**

DAY: 5**START TIME:****DATE:****FINISHING TIME:****Duties carried out: (**Jobs you carried out during the day*)****Training:****Instructions given to me:****Interactions with team/customers: (*Give names and titles of team members here*)****Things I noticed:****Challenges/Problems: (*State the way you resolved the problem*)****Daily Personal Evaluation: (*Feelings after your day's work*)**

STUDENT'S REFLECTION:

Monitoring:

(Tips:

Still interested in doing it? /Suitability, Career Opportunities, Skills Acquired, Contacts Made)

What skills did I learn during the week?

How can I use the skills I developed and the knowledge I gained?

At Home:

Skill:

Information:

At School:

Skill:

Information:

In the Community:

Skill:

Information:

APPENDIX 5

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Principal: Bríd Ní Dhonnacha

Deputy Principal: Diane Ní Mhainín

CAREER INVESTIGATION

Description of career duties:	
Skills that are essential for this career:	
Essential attributes for this career:	
Entry Methods:	
Entry Method A	
Entry Method B	
Personal Development:	
What did I learn about the career?	
What did I learn about myself?	
Assessing the Career	
Student's Reflection:	