



**Millstreet Community School**  
**Pobalscoil Sráid a 'Mhuilinn**  
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**[www.millstreetcommunityschool.ie](http://www.millstreetcommunityschool.ie)**  
**Twitter: @MillstreetCS**  
**Guidance Plan**

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**Millstreet Community School**

**School Address: Coomlogane,**  
**Millstreet Town,**  
**Co.Cork**

**Roll number: 91390F**

**School Patron/s:**  
**Millstreet Community School**  
**operates under the Joint Patronage of the**  
**Diocese of Kerry,**  
**C.E.I.S.T. (on behalf of the Presentation Order) and**  
**Cork Education and Training Board (CETB)**

**INTRODUCTION**

**RATIONALE OF POLICY**

This policy is a working document that strives to reflect the ethos and spirit of Millstreet Community School which is to promote all aspects of the growth and development of each student in a warm and caring environment, seeking the best outcome for each student. It has been devised and developed in accordance with Section 9 (c) of the Education Act 1998 which states that a school “*shall use its available resources to ensure that students have access to appropriate guidance to assist them in their educational and career choices.*” Section 9 (d) adds that a school

shall “*promote the moral, spiritual, social and personal development of students in consultation with their parents, having regard to the characteristic spirit of the school*”.

Both the school mission statement and relevant government legislation have been the essence behind the writing of this document. It forms part of the Whole School Plan, it is not a rigid template and it will be evaluated, reviewed and updated routinely.

### **AIMS OF THE GUIDANCE PLAN**

To help all students in the school to:

- develop a self-awareness and acceptance of their talents and abilities
- identify and explore opportunities available to them
- grow in independence and take responsibility for themselves
- make informed choices about their lives and follow through on these choices.

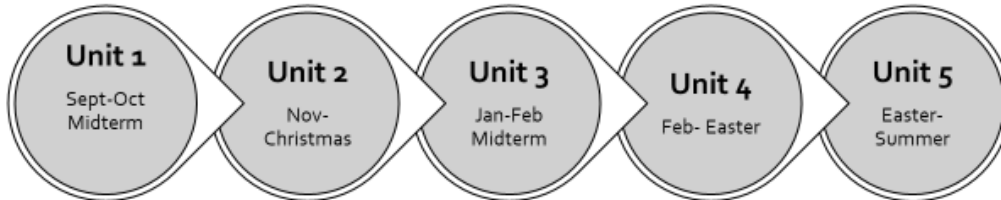
### **STAKEHOLDERS INVOLVED IN THE GUIDANCE PLAN**

The guidance plan is a whole school approach. Personnel involved include:

Principal, Deputy Principal, Board of Management, Guidance Counsellor, SEN Coordinator, Chaplain, SPHE/CSPE/PE/RE coordinators, Transition Year Coordinator, Class Tutors, Subject Teachers, Parents, Student Council, Students and Community.

## JUNIOR CYCLE GUIDANCE PROGRAMME

### Breakdown of the Guidance Year



D. O'Leary

### The 3 areas of learning



D. O'Leary

## Unit 1 Sept-Oct Midterm

- Wk 1 Laminating pocket timetables
- Wk 2 The experience of corona virus
- Wk 3 Introduction to Meditation
- Wk 4 Study skills 1 (homework strategies) Homework diaries
- Wk 5 Different learners-multiple intelligences
- Wk 6 Reflection on our hand writing and written presentation
- Wk 7 Introduction to types of careers
- Wk 8 Career search tools/online resources

D. O'Leary

## Unit 2 Nov-Christmas

- Wk 1 Communicating effectively with people (face-to-face and online)
- Wk 2 Exploring further meditation techniques
- Wk 3 Study skills 2 (using mind maps)
- Wk 4 Study skills 3 (using ICT to aid studying)
- Wk 5 Career investigation
- Wk 6 Career investigation
- Wk 7 Presentation of career investigation in class

D. O'Leary

## Unit 3 Jan- Feb Midterm

- Wk 1 Leadership and types of leadership
- Wk 2 Dealing with stress/anxiety of Feb tests & mock exams
- Wk 3 Study skills 5 (formulating a study timetable)
- Wk 4 Reflection and the importance of reflection in learning
- Wk 5 CAO
- Wk 6 CAO

D. O'Leary

## Unit 4 Feb- Easter

- Wk 1 Responsibility to our environment
- Wk 2 Diversity and Inclusion in society
- Wk 3 Study skills 5 (learning techniques)
- Wk 4 Setting achievable goals to review again 7 weeks later
- Wk 5 Introduction to Apprenticeships
- Wk 6 Post leaving cert courses (PLCs)

D. O'Leary

The same topics can be covered across all year groups as they will assimilate the information differently across a four-stage continuum of learning

(NCGE)



Thursday, 05 September 2019

## There is massive potential here for cross curricular learning

Wellbeing: CSPE	Wellbeing: SPHE	Wellbeing: PE	Wellbeing: Guidance
3 Strands	10 Modules	4 strands	3 areas of learning
1. Rights and Responsibilities 2. Global Citizenship 3. Exploring Democracy	1. Belonging and integrating 2. Self-management 3. Communication skills 4. Physical Health 5. Friendships 6. Relationships and Sexuality 7. Emotional Health 8. Influences and Decision making 9. Substance Use 10. Personal Safety	1. Physical activity for health and wellbeing 2. Games 3. Individual and team challenges 4. Dance and Gymnastics	1. Developing myself 2. Developing my learning 3. Developing my career

Thursd

## **SCHOOL GUIDANCE-RELATED ACTIVITIES FOR FIRST YEAR**

- Meeting with prospective first years and parents at Open Night (Whole School Approach)
- Meeting with Primary school teachers (Principal, Deputy Principal)
- Management meets with each prospective student and parent/guardian individually.
- Cognitive Abilities Test (CAT 4) administered to provide insights into students' ability to reason across four fields: verbal, non-verbal, mathematical and spatial reasoning.
- Induction day for all First years first day back to school includes planting seeds, yoga, getting their timetables and getting used to the layout of the school
- The Pastoral Care Team meet weekly to discuss any problems that may have developed during the week. Any students who may need support are identified and a plan is devised to meet with them
- Regular meetings with the Class Tutors after tutorial with First Years. Chaplain meets each student individually to see how they are settling in.
- Integration of first years- basketball blitz organised at lunch time by TY, trip to Clara Mountain with class tutors.
- Celebration of Mass for First Years, Parents/guardians and Grandparents followed by social evening
- Annual Christmas trip to the cinema in Mallow with their tutors
- TY mentoring programme with first years organised by chaplain
- Dromcondra Reasoning Tests (DRT) carried out by SEN coordinator
- Study Skills classes relating to time management, homework and studying for tests carried out in Guidance class by the Guidance counsellor

**SCHOOL GUIDANCE-RELATED ACTIVITES FOR SECOND YEAR**

- Check to see are students settled into their subject choices
- SPHE
- Tutorial time-Chance to see them
- Ballyhass trip
- BTYS trip to Dublin
- Day of reflection in Spring with chaplain
- Learning support

**SCHOOL GUIDANCE-RELATED ACTIVITES FOR THIRD YEAR**

- Identify likely early school leavers- WSA
- Work in collaboration with subject teachers about subject levels
- Bully chart presentation
- Study skills and time management- encourage all subject teachers to address this in their own area
- Sexual Reproduction- Taught in class, speaker brought in (SPHE)
- Session on joining TY- TY Co-ordinator
- Support during the Junior Cert Exams- Chaplain
- Subject options for those going into 5<sup>th</sup> year

<b>Guidance for ALL</b>	<b>Guidance for SOME</b>	<b>Guidance for Few</b>
Study Skills Time Management Pastoral Care time Academic Tracking	One to one meetings	Referrals RACE

## PROVISIONS FOR SENIOR CYCLE

### TY Career Guidance Programme

10 Week Programme (Double Class)	Topic covered
Week 1	Senior Cycle grading system, Minimum and specific requirements. Further education and Higher education
Week 2	UCC and CIT
Week 3	UL, LIT and Mary I
Week 4	IT Tralee and Waterford IT
Week 5	NUI Galway
Week 6	UCD, TCD, DTU, DCU
Week 7	Apprenticeships/PLC
Week 8	Career Investigation Project
Week 9	Career Investigation Project
Week 10	Presentation of Career Investigations

Guidance for ALL	Guidance for SOME	Guidance for Few
CAO PLC Apprenticeships Study Skills Time Management One-to-one Career Interest Tests Pastoral Care	LCVP Work Placement Open Days SUSI Grants	DARE NUI Exemptions Referrals RACE

All LCVP students receive two class periods per week for Career Guidance. During this period students:

- (1) Investigate a career they are interested in, and look at two different ways in which to access this career.
- (2) Learn about entry requirements for different careers.
- (3) Carries out his/her own research into the different options after Leaving Certificate.



- (4) Learns about preparing a C.V, covering letter and filling out application forms.
- (5) Undertakes interest tests such as career interests tests on careers portal
- (6) Prepare for interviews.
- (7) Learns about study skills- study skills seminar

Apply for NUI exemptions for SEN students

DATS aptitude tests

Check in at tutorial to see if students have settled into subject choices

Parent- Teacher meeting

Meet students regarding getting suitably appropriate work experience

Meet with those students interested in UCAS applications

Meet with those students interested in HPAT preparation

### **PROGRAMME FOR 5<sup>th</sup> AND 6<sup>th</sup> YEARS**

- UCAS applications (Straight away in Sept- personal statements and work experience)
- Grants for Third level (SUSI)
- PLC courses and links
- CAO applications- check the notice board for dates, deadlines
- DARE/HEAR
- Interview preparation (LVCP Teachers)
- HPAT preparation
- Apprenticeships
- Open days- UL, UCC, CIT, Tralee IT
- Guest speakers from CIT, Griffith College, UL
- Coping with the transition to college (College Awareness Week)
- Case study- LCVP, requirements for an interview
- LC Christmas trip to Mahon Point
- LC Retreat
- LC Graduation Mass (Chaplain, religion teachers)
- Study Skills techniques regularly discussed in guidance class
- 5<sup>th</sup> Year Reflection day in school organised by chaplain

## LINKS WITH EXTERNAL ORGANISATIONS

Millstreet Community school has fostered strong links with outside organisations such as:

- Transition year work experience links with local businesses through work experience in TY and 5<sup>th</sup> year LCVP
- The local feeder primary schools
- Youth Reach, Macroom
- NEPS (National Education Psychological Service)
- Social Services
- Local politicians e.g Mr M Creed, Mr A Moynihan
- Charity work in the community
- Gaisce Awards
- Garda Youth Awards
- Local GAA club (Coaching Certificate)
- Green glens arena, Millstreet
- National Road Safety Council
- Millstreet Tidy Towns
- Vincent de Paul Society
- An Garda Siochana
- Millstreet Community Council
- Trocaire (*Trad for Trocaire* fundraisers)
- HSE (Health Service Executive)
- Tulsa
- NBSS (National Behaviour Support Service)
- Universities and colleges
- PLC colleges
- Canon O' Donovan Centre
- IRD Duhallow
- IGC (Irish Guidance Counsellors)
- St Patricks Church Millstreet
- NCCA (National Council for Curriculum and Assessment)
- PDST (Professional Development Service for Teachers)
- SESS (Special Education Support Service)
- NEWB (Education Welfare Services, EW Officer, Child and Family Agency)
- Simon Community
- Penny Dinners
- The Loft Fitness Centre
- Red Cross First Aid
- Bernard Casey TY workshop
- Goal
- Concern
- WorldWide Global Schools
- CAMHS (Child and Adolescents Mental Health Services)

- Pieta House

## **CURRENT POLICIES RELATED TO GUIDANCE**

Child Protection - Anti-bullying - Substance Abuse - Special Educational Needs - Homework

## **CURRENT DEVELOPMENTS THAT HAVE ENHANCED THE GUIDANCE PLAN (2019-2020)**

- A weekly timetabled pastoral care meeting with management, SEN Coordinator, Chaplain and Guidance Counsellor.
- One period a week timetabled Guidance class for all first years, second years and third years
- A month of taster subjects for first years before they pick their subject choices
- A 10 week block of senior cycle taster subjects for transition years
- A 10 week block of career guidance for transition years

## **FUTURE FACTORS THAT NEED CONSIDERATION THIS YEAR**

- Students will have virtual open days rather than physically attending them
- Students are nervous that calculated grades may be used again
- Students worried that there may not be as many apprenticeships available to them this year
- The rise in CAO points have left students worried that they may not get their choices
- A continuation of online work with students is essential via emails, outlook, one drive and teams in case further restrictions and school closure occurs

## CONCLUSION

This Guidance Plan is a work in progress. It is ongoing and always in a development stage. It will be changed and adjusted in accordance with the needs of the school.

Signed Mary Fitzgerald  
Chairperson Board of Management

Date: 27<sup>th</sup> January 2021

Signed: Pat O'Loon  
School Principal

Date: 27<sup>th</sup> January 2021