

Incoming First Years			
What	Who	For all, some or few	Brief description
Visit to feeder schools	Principal	All	<ul style="list-style-type: none"> The principal visits the school to talk about our facilities, services, staff, subjects, extra-curricular and welcome incoming students
	AEN Coordinator	Few	<ul style="list-style-type: none"> Meets with teachers to gain an understanding of the needs of the AEN students Meets with the incoming AEN students and parents and organises group visits to the school for them
Assessment	Guidance counsellor, management, teaching staff and AEN Coordinator	All	<ul style="list-style-type: none"> CAT 4 exam is held in the school during the Spring term Students get to see some facilities, meet staff and experience their break time in the Tional area and canteen. Results are analysed and used for class allocations, AEN needs as well as for career and counselling appointments
Open Evening	All staff	All	<ul style="list-style-type: none"> Tours and demonstrations of all departments Students meet all staff and current students Introduction to the canteen and food provided Lists of available services given
First year parents/guardians night	Incoming first year head, teaching staff, SNA staff, canteen staff, guidance counsellor, management	All	<ul style="list-style-type: none"> Presentation of program options, subjects available, support services, iPAD usage and internet safety Introduction to senior management and year head Question and answers from parents/guardians

First Years			
What	Who	For all, some or few	Brief description
Orientation/induction day	Principal	All	<ul style="list-style-type: none"> • Welcomes the students to the school and gives a brief address
	Year head	All	<ul style="list-style-type: none"> • Welcomes the students and explains their role and expectations of all students in the school
	Guidance Counsellor	All	<ul style="list-style-type: none"> • Goes to each base class and explains their role and how to access the service
	Caomhnoir	All	<ul style="list-style-type: none"> • Carries out ice breaker activities • Explains their role and welcomes students • Goes through the diallann, rules and timetable
	Peer mentors and Cinnire	All	<ul style="list-style-type: none"> • Students are assigned to a class to explain their role and how they can support the students
Friendship and induction week	Caomhnoir	All	<ul style="list-style-type: none"> • Carries out a friendship activity every day in class period 1 • Facilitates the class friendship collage as well as the filling in of the transition to first year booklets
	Peer mentors	All	<ul style="list-style-type: none"> • Facilitates and helps students during the friendship activities and build rapport
Peer mentoring service	Peer mentors	All	<ul style="list-style-type: none"> • Students are assigned to one base class and offer to be a student that they can turn to • Peer mentors are trained to refer any students to the guidance counsellor if necessary and know the limits of their role • Pop into pastoral care to run activities during the year
Counselling	Guidance counsellor	All/few	<ul style="list-style-type: none"> • Personal counselling available through referrals and appointments • While available to all, few may avail of service
Vocational and educational classes	Teaching staff	All	<ul style="list-style-type: none"> • Guidance related learning lessons are carried out during wellbeing hours to all first years
Careers week	Teaching staff	All	<ul style="list-style-type: none"> • Students carry out a careers portal lesson during wellbeing • Staff discuss their qualifications and career experiences during class • Noticeboards with staff educational information such as degrees and universities attended

Second Years			
What	Who	For all, some or few	Brief description
Friendship week	Caomhnoir	All	<ul style="list-style-type: none"> • Carries out a friendship activity every day in pastoral care and SPHE • Facilitates the class friendship collage throughout the week
Second year University trip	Guidance counsellor and year head	All	<ul style="list-style-type: none"> • Yearly trip to university/college to explore the campus and receive talks about degree programs and school requirements
Counselling	Guidance counsellor	All/few	<ul style="list-style-type: none"> • Personal counselling available through referrals and appointments • While available to all, few may avail of service
Vocational and educational classes	Teaching staff	All	<ul style="list-style-type: none"> • Guidance related learning lessons are carried out to all second years including study skills.
Careers week	Teaching staff	All	<ul style="list-style-type: none"> • Students carry out a careers portal lesson during wellbeing • Staff discuss their qualifications and career experiences during class • Noticeboards with staff educational information such as degrees and universities attended
Group counselling	Guidance counsellor or designated teacher	Some	<ul style="list-style-type: none"> • Needs based group work with some students to tackle a relevant need.

Third Years			
What	Who	For all, some or few	Brief description
Friendship week	Caomhnoir	All	<ul style="list-style-type: none"> • Carries out a friendship activity in SPHE • Facilitates the class friendship collage throughout the week
Subject choice week	Teaching staff	All	<ul style="list-style-type: none"> • Carry out lessons to all third years regarding their subject at senior cycle. This included sample questions and student work. • Senior cycle students also attend these classes to discuss personal experience
	Guidance Counsellor	All	<ul style="list-style-type: none"> • Each class receives a talk about senior cycle programs and how subject choices can affect third level choices
Careers week	Teaching staff	All	<ul style="list-style-type: none"> • Attend third level talks which will influence their subject choices • Carry out designated lessons about subject choice and career choice • Set up careers portal and carry out personality and interest tests
Vocational and educational classes	Teaching staff	All	<ul style="list-style-type: none"> • Guidance related learning lessons are carried out during SPHE to third years
Careers week/college awareness week	Teaching staff	All	<ul style="list-style-type: none"> • Students carry out a careers portal lesson during wellbeing • Staff discuss their qualifications and career experiences during class • Noticeboards with staff educational information such as degrees and universities attended
Parents information night	Guidance counsellor	All	<ul style="list-style-type: none"> • Presentation on Senior cycle programs and subject choices • Presentation on third level options
	LCA/TY coordinator	All	<ul style="list-style-type: none"> • Presentation about program options at Senior cycle
Eirquest	Guidance counsellor	Offered to all	<ul style="list-style-type: none"> • Aptitude and career test administered to help with subject choice, senior cycle program and career choices

Transition Years			
What	Who	For all, some or few	Brief description
Peer mentor program	Guidance counsellor	All	<ul style="list-style-type: none"> All students are assigned a first year group for the year to be mentors to
Eirquest	Guidance Counsellor	All	<ul style="list-style-type: none"> Aptitude and career test administered to help with subject choice, senior cycle program and career choices
Careers week	Teaching staff	All	<ul style="list-style-type: none"> Attend third level talks which will influence their subject choices Carry out designated lessons about subject choice and career choice Set up careers portal and carry out personality and interest tests
Vocational and educational classes	Teaching staff	All	<ul style="list-style-type: none"> Guidance related learning lessons are carried out during SPHE to third years
Careers week/college awareness week	Teaching staff	All	<ul style="list-style-type: none"> Students carry out a careers portal lesson during wellbeing Staff discuss their qualifications and career experiences during class Noticeboards with staff educational information such as degrees and universities attended
Euroquest	Class teacher	All	<ul style="list-style-type: none"> Designated 6 week curriculum delivered by class teacher designed to motivate and encourage third level education and training opportunities in the EU Guidance counsellor is on hand to support these classes

Fifth year			
What	Who	For all, some or few	Brief description
Careers week	Guidance Counsellor and teaching staff	All	<ul style="list-style-type: none"> Attend third level talks Carry out designated lessons about subject choice and career choice Set up careers portal and carry out personality and interest tests Staff discuss their qualifications and career experiences during class
Higher Options	Guidance counsellor and year head	All	<ul style="list-style-type: none"> Attend the higher options expo
Vocational and educational classes	Guidance Counsellor	All	<ul style="list-style-type: none"> Guidance related learning lessons are carried out on rotation throughout the year which included topics such as CAO, PLC, interest and personality tests, SUSI, HEAR and DARE etc.
Apprenticeship Expo	Guidance counsellor	All	<ul style="list-style-type: none"> Attend the local apprenticeship expo in Trim held by Meath partnership
Apprenticeship talks	LMETB and DKIT	All	<ul style="list-style-type: none"> Talks presented regarding apprenticeship options and careers
PLC college visit	Guidance counsellor	All	<ul style="list-style-type: none"> Trip organised to local PLC college
Teams noticeboard	Guidance counsellor	All	<ul style="list-style-type: none"> All students have Ipads and a guidance and careers teams noticeboard which is updated daily with events, open days, deadlines and information about careers, scholarships, jobs and courses
Local Business apprenticeship talk and offers	Local business	All	<ul style="list-style-type: none"> Presentation on apprenticeships with interviews to students afterwards who wanted an apprenticeship
University and college library giveaway	Guidance counsellor	All	<ul style="list-style-type: none"> Due to building issues and constraints a day was designated to hand out college prospectus to students in the senior cycle

Sixth year			
What	Who	For all, some or few	Brief description
Careers week	Guidance Counsellor and teaching staff	All	<ul style="list-style-type: none"> Attend third level talks Carry out designated lessons about subject choice and career choice Set up careers portal and carry out personality and interest tests Staff discuss their qualifications and career experiences during class
Higher Options	Guidance counsellor and year head	All	<ul style="list-style-type: none"> Attend the higher options expo
Darkness into light	Year head	All	<ul style="list-style-type: none"> Darkness into light event held in May
Fun day	Year head	All	<ul style="list-style-type: none"> Party and mini awards for sixth years during their last day in school
Graduation night	All key staff	All	<ul style="list-style-type: none"> Awards, slideshows, achievements and presentations to all students and parents
Vocational and educational classes	Guidance Counsellor	All	<ul style="list-style-type: none"> Guidance related learning lessons are carried out on rotation throughout the year which included topics such as CAO, PLC, interest and personality tests, SUSI, HEAR and DARE etc.
Apprenticeship Expo	Guidance counsellor	All	<ul style="list-style-type: none"> Attend the local apprenticeship expo in Trim held by Meath partnership
Apprenticeship talks	LMETB and DKIT	All	<ul style="list-style-type: none"> Talks presented regarding apprenticeship options and careers
PLC college visit	Guidance counsellor	All	<ul style="list-style-type: none"> Trip organised to local PLC college
Teams noticeboard	Guidance counsellor	All	<ul style="list-style-type: none"> All students have Ipads and a guidance and careers teams noticeboard which is updated daily with events, open days, deadlines and information about careers, scholarships, jobs and courses

Inspire	Outside agency	All	<ul style="list-style-type: none"> • Study skills seminar
Local Business apprenticeship talk and offers	Local business	All	<ul style="list-style-type: none"> • Presentation on apprenticeships with interviews to students afterwards who wanted an apprenticeship
University and college library giveaway	Guidance counsellor	All	<ul style="list-style-type: none"> • Due to building issues and constraints a day was designated to hand out college prospectus to students in the senior cycle

Outgoing 6th years			
What	Who	For all, some or few	Brief description
Progression form	Guidance Counsellor	All	<ul style="list-style-type: none"> • Students fill in a form providing data on college courses, grants, scholarships etc • Students are then called for follow up data
Results day	Guidance counsellor, year head, principal, deputy principal, some teaching staff	All	<ul style="list-style-type: none"> • Guidance counsellors are on hand to answer questions and queries regarding courses and offers • Other staff are available for help and support • Counselling service for students who need support
Progression report	Guidance counsellor	All	<ul style="list-style-type: none"> • Data captured regarding course and college acceptance, apprenticeship, jobs, scholarships etc. This is done by follow up phone call • All data is captured and displayed in a progression report which is then displayed at the 6th year parents info night as well as for staff

