

2010

Coláiste Abbáin



# [COUNSELLING PROCEDURE]

This document contains Coláiste Abbáin's Counselling Procedure.

## **Counselling Procedure**

### **Initial Contact**

A parent may telephone the school seeking counselling assistance for his/her child and may request to speak to Mr. Lillis or to me directly. I will then approach the student and offer a class period of counselling where we can meet and discuss the issue/problem. If the student is willing to meet, then we set up a time which will be suitable for us both. The student will then approach the teacher whose class s/he will be missing and request permission to come to me during that period.

If a student approaches me to discuss an issue/problem, I organise a meeting time with him/her and ask him/her to request permission from the relevant teacher to come to me during that period.

Teachers may tell me that they suspect a student may be experiencing difficulties and request that I meet with the student and offer some assistance. I then approach the student and tell him/her of the teacher's concerns (I may or may not name the teacher) and I ask if s/he would like to meet with me. If s/he agrees to meet, I organise a meeting time with him/her and ask him/her to request permission from the relevant teacher to come to me during that period.

### **Working Space**

I work in a prefab on the school premises, which is adequate for my counselling needs, although it can be very cold to sit there during the winter months. However, it is private and away from the regular classrooms.

### **Timetable**

During the '07 – '08 school year, I am available for counselling as part of my A Post. Most weeks I exceed this quota, as students may come to me with pressing problems which cannot be easily deferred. While it is not always possible to meet students during the designated times on my timetable, I arrange meetings at the most convenient times. This sometimes happens during break time and over lunch.

Annette Wall