

2010



Coláiste Abbáin

[GUIDANCE PROCEDURE]

The following document contains Coláiste Abbáin's Guidance Procedure.

Guidance Procedure

Each sixth year student is given a one-to-one guidance session two to three times during the year depending on class size. These sessions are organised as follows:

1. A student is selected by the Guidance Counsellor.

The students are selected in random order. However, likely CAO applications will be seen earlier in the year in order to be ready for the CAO deadline.

2. The Counsellor goes to the classroom to collect the student.
3. The Counsellor checks with the subject teacher in the class at the time to make sure the student can be released from class e.g. a student may be taking a test or be in the middle of a practical project.
4. The student and Counsellor go to the Guidance room where the session takes place.
5. The session lasts usually from thirty minutes to an hour.
6. The student returns to class.

Occasionally, students from other years drop in between classes to make an appointment or to pick up some information. This is usually a brief visit and should not disrupt classes. If the visit is likely to be longer than a few minutes, the student will be given an appointment for later and collected as above.