

# COLÁISTE ABBÁIN

Adamstown

Co. Wexford

Tel 053-9240564

E-mail [info@colaisteabbain.ie](mailto:info@colaisteabbain.ie)



## One to One Teaching and Counselling Procedures Coláiste Abbáin 2021

Provided it is deemed appropriate for an individual, one-to-one teaching/ counselling will be provided. Timetabling for one to one teaching will be drawn up by the Special Educational Needs (SEN) coordinator.

### **Guidelines for one to one teaching**

- When one to one teaching takes place, the classroom door will be generally closed to provide for a quiet / private learning environment. All doors are fitted with vision panels in line with child protection guidelines. The student and or teacher must be in view through this panel at all times.
- Work being carried out by S.N.A.s will be carried out under the direction of the subject teacher and in an open environment.
- If a child needs one to one teaching, parents / guardians should be informed as part of the school support process.

### **Guidelines for one to one Counselling**

- When one to one counselling takes place, the office door will be generally closed to provide for a quiet environment. All doors are fitted with vision panels in line with child protection guidelines. The student and counsellor must be in view through this panel at all times.
- The relevant staff member will have made contact with the student's parents/guardians to inform them that their child is receiving this support.
- Consent will need to be sought for students attending outside counsellors via the School Completion Programme.
- The Guidance Counsellor and student may decide to carry out the session while walking on school grounds only.
- Any arising child protection issues concerns should be brought to the attention of the DLP immediately.

