

Student Support Team Policy

Coláiste Mhuire Co-Ed



May
2017

Student support team Policy

1.1 Scope

This policy applies to the pupils attending and staff working in Coláiste Mhuire Co-Ed.

2.1 Rationale

The purpose of this policy is to outline our approach to monitoring, encouraging and promoting student well-being through the student support team. Our mission statement is: 'Coláiste Mhuire Co-Ed aspires to provide an inclusive education for all its students in a caring and supportive environment. The school aims to maximise the potential of all students'. Reaching one's full potential is facilitated through active engagement in the curriculum which is facilitated by an overall sense of well-being

3.1 Aim of Student Support Team

1. To promote personal and social development.
2. To improve the self esteem of all students in the school, thereby encouraging them to avail of curricular and extra curricular opportunities being offered in Coláiste Mhuire Co-Ed, enabling them to achieve their full potential.
3. To identify supports needed by students to access the full curriculum.

4.1 Student Support team (see Appendix 1 for current names)

Support Team Co-ordinator
Learning Support Co-ordinator
Guidance Counsellor
Home-School-Community Liaison Co-ordinator
School Completion Programme Co-ordinator
Behaviour for Learning Teacher
SPHE Coordinator

5.1 Meetings

The team meets once a week for one class. Minutes are taken by the HSCL or BFL for each meeting and these are stored in a confidential file. These minutes are then kept in a secure location in accordance with the Department of Education guidelines.

6.1 The role of the student support team

1. To implement an induction programme
2. To identify students' needs
3. To highlight need for home contact
4. To develop appropriate intervention strategies
5. To monitor and evaluate students' progress in Junior and Senior Cycle.
6. To liaise with external agencies when appropriate.

7. To raise awareness of pastoral issues through the curriculum and in-service.
8. To inform staff of students who need care

7.1 Referrals

Referrals are made to the Student Support team by completing a **Referral Form**. All referrals are discussed at the Student Support Meeting.

8.1 Student support team services

The Student support team are involved in the following support services in the school:

1. Counselling
2. Breakfast, Lunch and Homework/Study Clubs
3. Senior Mentoring of First Years (Le Cheile)
4. Speakers
5. Friendship Week
6. Student surveys for Self Evaluation and School Improvement Purposes
7. Workshops
8. Extra-curricular activities
9. Student Council
10. Courses for Parents including Parent Enrichment Workshop
11. Home Visits
12. Drug Programme (Let's Talk about Drugs)
13. Policy Formation
14. Oversight of School Anti-Bullying Policy
15. S.P.H.E.
16. Personal Development Courses

9.1 The role of the Student Support Team is further developed by:-

(a) Co-ordinating a structured and proactive Student Support Service

A structured Student Support Service to provide the following supports to students and staff:-

1. **Communication**
 - All students must be aware that a Student Support service is available to them if they are experiencing difficulties. They must feel confident in the service and know that it is confidential unless a student is at risk.
 - Teachers and Staff must clearly be aware of their responses and of the supports available to them when a problem is brought to their attention.
 - The Principal, Deputy Principal and Parent/Guardians must be made aware of such problems and the steps being taken to assist the student.
2. **Record Keeping**

The schools response to a student with a problem must be documented and reviewed until the problem is solved or until it is passed to an outside agency.

3. **Student Support Team**

A Student Support Team should meet on a regular basis to review the progress of the Student Support Programme.

10.1 Intervention Procedures

1. Engage in all problems of a Student Support nature.
2. Give teachers and other staff members a definite support mechanism for dealing with problems of a Student Support nature. They can either:
 - Deal with the matter themselves, if it is minor and they feel confident to do so.
 - Speak with any Student Support Team member in a confidential manner and perhaps deal with the problem following consultation.
 - Refer the matter to the Student Support team if it is of a serious matter or if the teacher does not feel competent to deal with it.
3. Open a file on the student concerned, and ensure that the matter is updated regularly. This file should not be closed until the matter has been resolved satisfactorily or passed to an outside agency.
4. Monitor the progress of the intervention and be prepared to assist where necessary.
5. Inform the Principal, Deputy Principal and the student's parents/guardians if necessary.

Appendix 1

Student Support team (see Appendix 1 for current names)

Student support team Co-ordinator – Denis Quinn, Clare Wallace

Learning Support Co-ordinator – Julie Delaney

Guidance Counsellor – Lorna Byrne

Home-School-Community Liaison Co-ordinator – Patricia Hickey

School Completion Programme Co-ordinator – Michelle Morgan

Behaviour for Learning Teacher- Annemarie Purtill

SPHE Coordinator – Shelley Martin

Student voice coordinator – Margaret Smith