

**Guidelines for parents and guardians and students requesting support from
The Guidance and Counselling Department of Scoil Dara.**

We are asking our Sixth Year students at this time to continue to email their guidance counsellors at theresapayne@scoildara.ie & orlabrophy@scoildara.ie with any general questions they may have.

This term, April / May we are offering phone appointments with our students; and parents if needed.

If you would like to organise an appointment here are the steps to take following the updated advice from the Department of Education & Science and the National Centre for Guidance in Education.

- Please email your Guidance Counsellor to request an appointment.

Ms Theresa Payne 6B 6E & 6F

Ms Orla Brophy 6A 6C & 6D

Your Guidance Counsellor will return your email with an appointment time.

- Students will be given a time during the normal school day. They will also be requested to give the phone number that they wish to be contacted on.
- All calls will come from a 'private number' if the Guidance Counsellors' personal phone is being used.
- Students will be reminded at the beginning of each session/ appointment of the boundaries of confidentiality and Child Protection procedures as appropriate.
- Parents / guardians will also be invited to request an appointment should there be queries that cannot be answered during the students phone call.
- Our existing school rules/ code of behaviour will apply to all interactions
- 6th years will not need parental permission for a Vocational Guidance appointment although in line with best practice currently followed students will be advised to discuss the nature of their appointment with their parents/ guardians and their appointment will be logged by the guidance counsellors.
- Record / notes will be kept as per usual and will be stored securely at home by the Guidance Counsellors until school reopens.
- Any unsolicited phone calls from students, parents or guardians (i.e. without an appointment) will not be answered and any messages left will not be responded to. General queries should go through the school email and phone as per usual.
- This is not an emergency number. As stated, these phones will be used for agreed appointments only. For emergency support of any kind please contact your local Garda station, your GP or the HSE by phone or email or see detailed information on Mental Health supports and services during Covid-19 on www.hse.ie. Support services can also be found on both links on the main school website.

Guidance & Counselling: https://careersportal.ie/careerguidance/office.php?school_id=419

Wellbeing: <https://padlet.com/sdaragc/i73mxa7fb2y9>

Thank you for your continued support in helping us to support you.

With kind regards

Ms Theresa Payne
Guidance Counsellor

Ms. Orla Brophy
Guidance Counsellor