



LYNFIELD COLLEGE

SAFE SCHOOL STUDENT GUIDANCE AND SUPPORT SYSTEMS

RATIONALE

To ensure all students have access to guidance and support systems to develop their full potential. Pastoral care, guidance counselling, course planning and careers placement and counselling are key services offered through the Deans and Guidance network.

PROCEDURES

Pastoral Care

1. The Lynfield College Prospectus outlines the Deans and Guidance Network in the school. As part of the enrolment process a Counsellor, the Learning Support Co-ordinator and the Dean of the appropriate form level liaise with the student's previous school in order to obtain a comprehensive record of individual student needs. This is supplemented by information supplied by the parent at enrolment and subsequent parent/teacher meetings. Students assessed as requiring additional support are referred to the appropriate pastoral service. An orientation and induction for Year 9 students is in place and, as part of it, they are introduced to the ongoing supports available to them. In addition, all Year 9 students undertake an online questionnaire to identify the small group who will be offered the Travellers Programme - a structured support group for those most likely to struggle with the transition from Intermediate to Secondary School. Year 9 students are also introduced to Student Services staff in one of their Health class in Term 1
2. Subject teachers liaise with, and refer students to, the appropriate Form Teacher, Dean, Academic Advisor, Guidance Counsellor, Careers Counsellor or Gateway Coordinator for support in coping with the learning environment or planning for the future
3. Form Teachers are alert to the wellbeing of each student in their class. The responsibilities of the Form Teacher are outlined in the Staff Handbook
4. At each year level there is a Dean in charge. The Deans remain with their students as they progress through the school and are the focal point of contact for students and parents in most school matters. Deans discuss and monitor student welfare. They also hold weekly assemblies to share information with their year level, and to celebrate success
5. The Guidance Counsellors in the school work with individual students and their families and with staff as appropriate. Group counselling is also undertaken as is mediation. Counselling is available to all students and members of the college community, by appointment, during school hours or after school for families when necessary. Interviews are by appointment, but Guidance personnel are also available during lunchtime and morning interval, or after school by arrangement
6. The deans, counsellors, careers counsellor, the nurse and members of the Senior Management Team meet weekly to discuss student progress and individual concerns. Referrals are made to outside agencies, where appropriate. Conferences with parents may be arranged as necessary. Applications for financial assistance in case of hardship are processed by a member of the Senior Management Team
7. The staff involved in the provision of Te Reo are committed to the welfare and guidance of all Māori students in the school and meet regularly to discuss student needs and progress. Hui with the families of

students, and home visits are arranged as necessary. A vertical form is available for Māori students and another for Pacific students

8. A wide variety of support and intervention programmes are available to meet the specific needs of individual students. Many of these programmes are co-ordinated by the Learning Support Department and are targeted for students who have special learning needs. Some of these students may have ongoing resource funding (ORS) or need further support from agencies such as Group Special Education. The SPEC scheme, reading support (remedial programmes and exam support), alternative timetables, Special Olympic team sports, Correspondence Maths/English for special needs and other initiatives aim to meet the needs of students who may not be able to participate in fulltime curriculum or mainstream programmes
9. Other support programmes with a strong pastoral care component include English for Speakers of Other Languages, Refugee and New Migrants Career Pathway Programme, Students Against Dangerous Drinking, the Customer Service Award Course, the Gateway Programme, Skittles (sexual and gender diversity group), and the Peer Sexuality Support Group
10. The College employs a Registered Nurse to oversee the health needs of students. She works with the Deans and Guidance staff and liaises with the Public Health Nurse, the local medical centres and other health providers.

Course Planning

1. All Year 9 students receive the Junior Course Handbook early in Term 3 to assist with course choice for the following year
2. The Senior Course Handbook is available early in Term 3 for all students entering Years 11, 12 and 13 the following year. This contains course pre-requisites, specific requirements of each course offered in the senior school and the relationship of each course to national examinations and qualifications. Also included is information about costs, equipment and hints on making course choices
3. All year levels receive guidance on course selection and the Deans, liaising with Faculties, check all course choices made by the students
4. Students and their families are encouraged to discuss course planning with staff, including course teachers, the Deans, the Academic Advisor, Guidance Counsellors and Careers Counsellor. Parent/Teacher meetings are arranged at the time when student choice of options for the following year is required
5. The Academic Advisor assists students with appropriate course planning.

Career Guidance

1. All students and their parents are able to receive information and guidance necessary to make informed course choices from the Academic Advisor, Careers Counsellor, the Gateway Coordinator, the Guidance Counsellors, and staff associated with transition education, on an appointments basis. In addition, careers seminars are held for all Year 13 students.
2. The Careers Counsellor, supported by Senior Leaders, Faculty Leaders and Deans, ensures that comprehensive career guidance and education are embedded at all levels in the school and integrated into the curriculum, in accordance with National Administration Guidelines.
3. The Careers staff engage with universities, polytechnics, private tertiary education providers, and employers in industries. They are responsible for maintaining up-to-date career knowledge, skills and networks, in order to promote vocational pathway opportunities including tertiary and industry open days and experience days.
4. Ready access to careers and course information is available in the Careers Centre and through online sites.

5. Students are kept informed of closing dates for courses, scholarship opportunities, changes in qualifications, entry standards and job vacancies. These are advertised on notice boards, Facebook, Google Calendar, Schoology and through the Parent Newsletter
6. All staff are responsible for integrating career education into everyday teaching and learning and equipping students with career management competencies
7. The Gateway Programme offers structured learning while on work experience and is offered to Year 12 and Year 13 students.

ACCOUNTABILITY

1. The Principal is responsible to the Board of Trustees for the organisational structure of the school including the Deans and Guidance network. The Principal is also responsible to the Board for producing the Prospectus
2. The Senior Guidance Counsellor is responsible for the policy of the Guidance department, setting the goals and the plan of activities that occur under the Guidance umbrella. The Senior Guidance Counsellor ensures that counselling is in accordance with the generally accepted methodologies appropriate for adolescent students
3. The Careers Counsellor shall provide up-to-date careers information in a readily accessible form and is responsible for the provision of career education and career counselling in the school
4. The Careers Counsellor is responsible for the STAR introductory short courses programme, and related budget courses are advertised and organised through Student Services
5. The Gateway coordinator is responsible for the Gateway Programme and reports to the Tertiary Education Commission
6. Faculty Managers have the responsibility for the annual review of course and assessment statements for students and the Senior Course Handbook information
7. The Deans are responsible for the administration and pastoral organisation of their level, and for issuing appropriate course handbooks and option sheets to students
8. The Learning Support programme is organised by the SENCO (Special Education Needs Coordinator).
9. A Deputy Principal (Learning and Achievement) is responsible for the Advanced Learners Programme and for initiatives and strategies supporting student learning
10. The school nurse will liaise with deans on concerns relating to students' health and welfare in accordance with her professional codes of practice.

SAFE SCHOOL DOCUMENTATION CONTENTS

- *Safe School Rights and Responsibilities 2018*
- *Learning Charter Expectations for a Safe School 2018*
- *Safe School Emotional Health and Safety Management Procedures 2018*
- *Safe School Anti-Bullying and Anti-Harassment Procedures 2018*
- *Racial, Ethnic or Cultural Harassment Management Procedures 2018*
- *Procedures in Response to Sexual or Physical Abuse, Self-Harm or Neglect, Within the School Community 2018*
- *Staff and Student Procedures for Sexual Harassment Complaints 2018*
- *Guidelines for Staff if Bullied or Harassed 2018*
- *Drug Management Procedures 2018*
- *Traumatic Incident Response Procedures 2018*
- *Child Protection Policy*

RESOURCES

1. The Student Services team consists of two full-time Counsellors, a part-time Chinese speaking Counsellor, a Careers Counsellor, a Gateway Coordinator, a School Nurse and an Office Administrator/ Receptionist
2. The Student Services Centre includes an office for each counsellor, a reception and office area and an information centre for students. The information centre includes career and tertiary reference material, computer data bases, files and display material. A meeting room is available for groups
3. An annual budget is provided to operate the Student Services centre, and the Careers Centre, with additional tagged STAR and Gateway funding
4. A Dean is appointed at each form level, with a Deputy Principal supporting each Dean
5. Standard specialist agencies outside the school include:
 - *Tertiary Education Commission*
 - *Tertiary institution liaison/partnership offices*
 - *The Ministry of Vulnerable Children: Oranga Tamariki*
 - *Group Special Education*
 - *Youth Aid*
 - *Youth Law*
 - *Community, Child, Adolescent and Family Service*
 - *Work and Income NZ*
 - *Local community employers*
 - *The Public Health Nurse, the local doctor and the Family Planning Association Various other community and helping organisations known to the counsellors, such as Kari Centre Child and Adolescent Mental Health Services, Marinoto Child and Youth Mental Health Services, Auckland Sexual Help, Community Alcohol and Drug Services, SAFE, Te Puaruruhau.*

EVALUATION

1. The Guidance Counsellors belong to the New Zealand Association of Counsellors (NZAC) and their work is informed by the NZAC Code of Ethics. They meet fortnightly with outside supervisors
2. Annually the senior counsellor will evaluate the performances of the services of the Guidance centre. This shall include peer evaluation, a sample survey of student needs and satisfaction, and appropriate data collection
3. The Student Services Faculty compiles an Achievement Report and a Report to the Board of Trustees annually
4. The Deans and Guidance staff meet weekly, reporting to the Principal to co-ordinate approaches to students requiring special support
5. The Deans annually review their operation and report their recommendations to the Principal.
6. Learning Support annually reviews policy and programmes
7. The progress of Māori students is regularly reviewed by the Māori staff concerned, the Māori Focus Group and reported to the Principal
8. All policies and procedures listed in the documentation above are reviewed on an annual basis by the staff and/or the Board of Trustees.

Signed on behalf of the Lynfield College Board of Trustees:

Chairperson Date