
Macleans College - POLICIES & DIRECTIVES

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Student Guidance and Support Systems

RATIONALE:

The Macleans College Board of Trustees recognises that if students are to make informed choices concerning courses, qualifications, career pathways and life skills, they must be provided with information, guidance, and support.

PURPOSES:

- 1 To provide students with a range of information, opportunities and experiences which will encourage them to make informed choices on:
 - Current courses and programmes
 - School standards and routines
 - Co-curricular opportunities
 - Tertiary education and training
 - Employment
 - Life styles
- 2 To ensure that students have support in addressing and solving personal problems - whether they be of a financial, social or an academic nature.

PROCEDURES:

- 1 Student guidance at Macleans College will be the responsibility of the whanau house leaders and the guidance and careers team.
- 2 Guidance will be available to all students. Outside agencies will be consulted if the school lacks the expertise required.
- 3 Guidance will be in terms of subjects, courses, career options and personal development.
- 4 Subject and course orientation will be organised by Heads of Departments (HODs) to provide students with relevant information.

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- 5 Guidance and support at Macleans College will be on a regular basis through:
- Form teacher sessions
 - Peer Support programme
 - School and whanau house assemblies
 - Life skills programmes
 - Career programmes
 - Drug education
 - Special needs groups
 - Cultural groups
 - Family counselling
 - Individual counselling
- 6 The transition, careers and counselling network will be co-ordinated by the school's guidance counsellor who will liaise, both formally and informally, with the whanau house leaders for the benefit of students.
- 7 Programmes are designed to meet the specific needs of students established through career and whanau house surveys and feedback from staff, parents and caregivers.
- 8 Programmes developed will be evaluated by the staff and students involved in the programmes at the conclusion of the programme.
- 9 Students will have ready access to appropriate information relating to options available beyond the School. This includes information from the:
- Computerised career data base
 - Careers notice board
 - Career newsletters
 - Careers night
 - Open days at tertiary organisations
 - Tertiary organisations' liaison officers
 - Careers and guidance team
- This information is available to both students and parents/caregivers either by self-referral, interview or by attending a presentation.
- 10 Senior students from Macleans College have the opportunity to leave the school with interview knowledge and practice, records of achievement, testimonial and a Curriculum Vitae.

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- 11 Student support and guidance systems are reviewed as part of the staff appraisal Programme and the student advisory services department and whanau house reviews. Relevant reports are forwarded to the Board of Studies, Principal and the Board of Trustees. These reviews occur throughout an ongoing 18 month cycle and they are the responsibility of the HOD, Student Advisory Services and whanau house leaders.

COMMITMENT:

The Macleans College Board of Trustees will provide students with guidance and support in decision making and the opportunity to gain skills, knowledge and understanding to make informed future learning and career choices.

OTHER RELEVANT DOCUMENTATION:

- Careers Newsletters
- Course Calendar
- School Prospectus