

Student Support Framework

Student Support Framework



2022/24



Student Support Framework

Related Policies for Abbey Community College.

Supporting Policies:

Positive Behaviour Policy

Safeguarding

Attendance Policy

Drugs Education Policy

Anti-bullying Policy

Relationships and Sexuality Policy (RSE)

E-Safety Policy

Pastoral Care

Summary:

The Policy gives an overview of the variety of external agencies that support the Pastoral needs of students at Abbey Community College and highlights the importance that the school places on Proactive Pastoral Care.

ADDITIONAL NOTES

History:

Drafted: 26th June 2022

Updated:

Reviewed:

By **Head of Pastoral Care**

Key Dates:

Emailed to Board of Governors:

Discussed at Board of Governors:

Circulated to staff:

To be reviewed:

Documentation:

ICSS handbook

<https://www.eani.org.uk/sites/default/files/2020-09/ICSS%20Handbook%202020.pdf>

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Student Support Framework

School Ethos

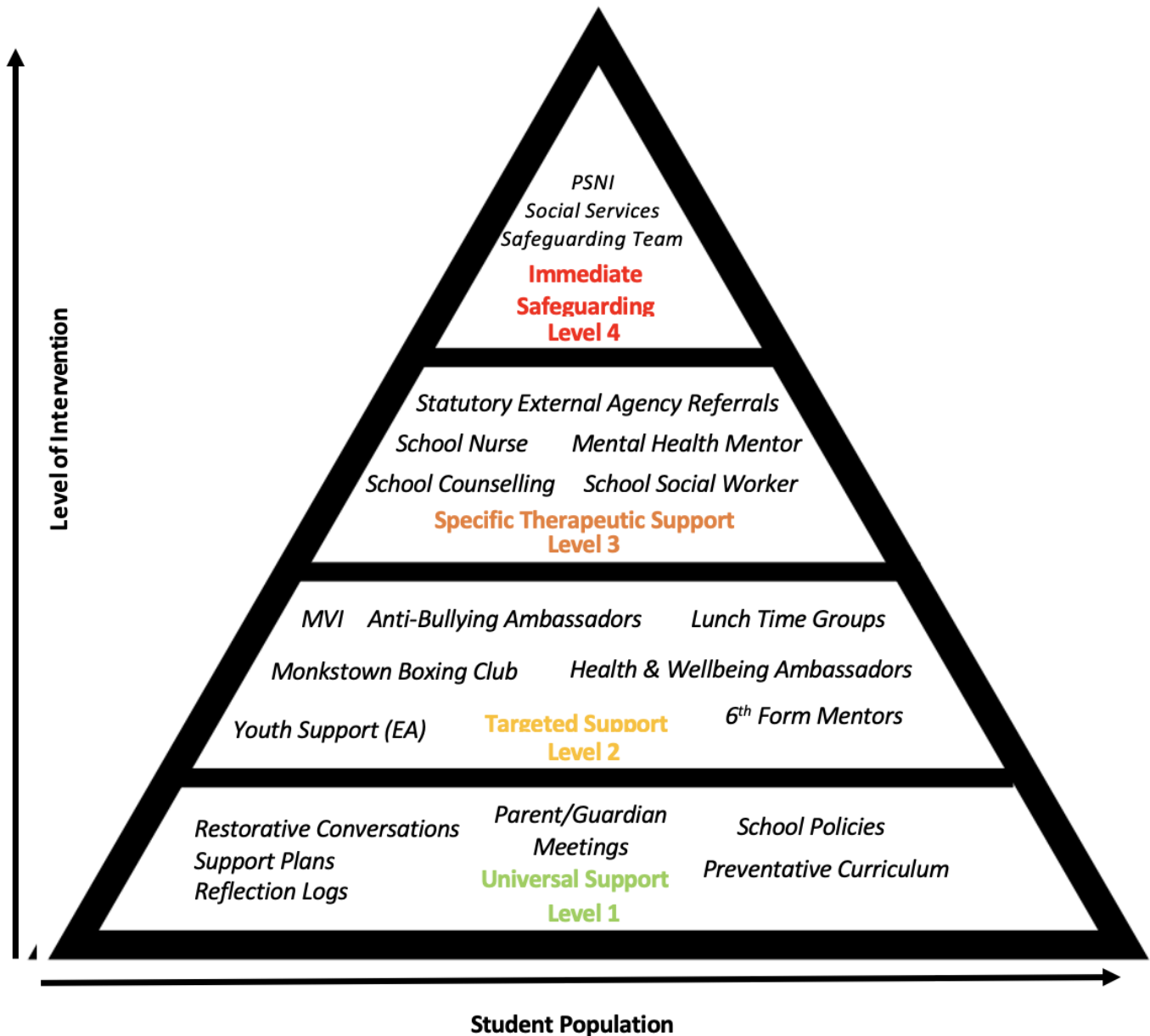
As an inclusive, caring and child-centred school Abbey Community College enhances and supports the personal, social and academic development of each individual student in all aspects of College life. The needs of each student are paramount in all we try to achieve within the school family at Abbey Community College. All staff play an essential role, both within and beyond the classroom, in ensuring that all students are given every opportunity to reach their full potential regardless of ability or background. This approach may be summarised using the College's core values;



In addition to the Pastoral support offered by staff at Abbey Community College, we are fortunate to be able to link in with a number of external agencies that enhance the provision offered to students.

Levels of Support

Abbey Community College Hierarchy of Support Provisions to meet the needs of students

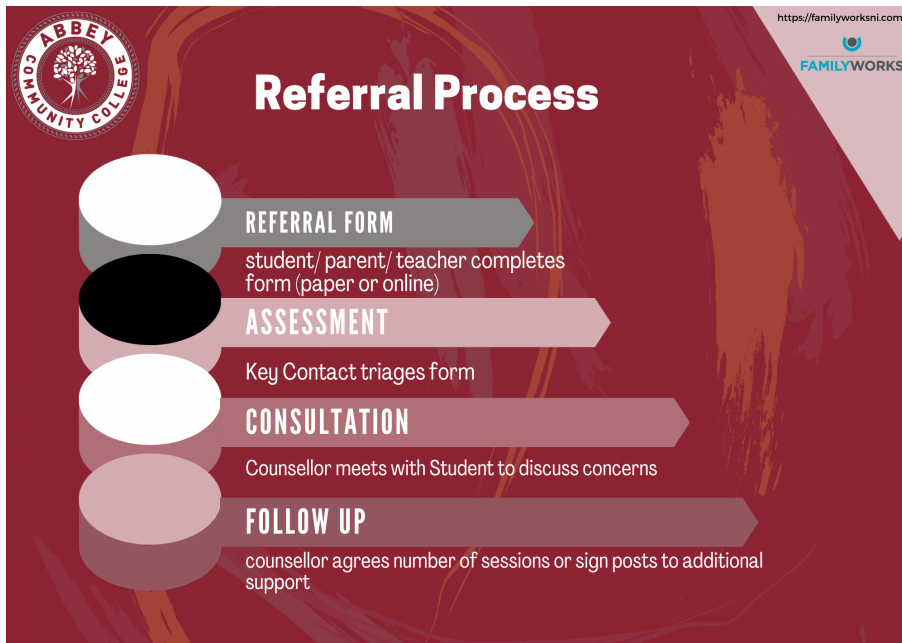


Student Support Framework

The School Counselling Service

Abbey Community College works in partnership with Family Works NI (<https://familyworksni.com>) to provide counselling for our students. Students can be referred to our Familyworks counsellor for any of the following. Family issues, anxiety, bullying, bereavement, exam stress, low mood, dealing with change/ transition, LGBTQ, identity, self esteem, health and anger are a range of examples of areas that students can be referred for.

The Referral Process



Promotional of School Counselling

Information regarding the school counselling service is available on the website and also includes a link to the family works website where students can submit a referral.

The contact details of our counselling support are also included in the student planner and the counsellor will introduce themselves at Year group assemblies during the month of September.

Posters advertising the Key Contact and School Counsellor will be displayed around the school and key support messages will be placed on notice boards as well as in the Health & Wellbeing room.

Student Support Framework

Familyworks Contact Details:

Counsellor Name: Catherine Miskimmon

School Contacts



Members of the Pastoral Team will complete referrals and pass them on to the school's Key Contact Mrs McCallion. Please ensure that you complete with as much detail as possible and ensure that the content of the referral is delivered in a sensitive manner.

Students can self-refer by completing a referral form and placing it into the confidential box located near Mr Laney's office. Students can also refer by completing the referral form on the Familyworks website which is located at:

https://forms.office.com/Pages/ResponsePage.aspx?id=IRb8z8iGzUKsjT3xssUJxihAy_gG9rhLn_o3AUegJEIZUNVdYOEZERUYyUFU3RVQ1UkpSODJROUFaUi4u

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Drop-in Sessions

are also available when our school counsellor is in - Our key contact will triage any students who wish to speak to the counsellor and is able to use one of the drop-in slots that are available. Students will be issued with a pass indicating the time and venue of the session. The counsellor will then make an assessment on what follow-up is needed.



Structure of Day

8.55 am	Counsellor Meets Key Contact
9.10 am	Session 1
10.00 am	Session 2
11.10 am	Session 3
12.00 noon	Session 4
12.50 pm	Drop-In 1
1.10 pm	Drop-In 2
1.25 pm	Lunch
1.45 pm	Session 5

Outside of Term time

As well as providing support during term time our counsellor has also the capacity to make contact with students outside of term time. The counselling service will support students through the remote Summer Counselling service which will run from 1st to 15th July 2022 and 17th to 31st August 2022.. (this will be reviewed on annual basis) This process will be agreed upon with key contact prior to the start of the summer holidays.



SCHOOL COUNSELLING REFERRAL FORM

Student Name:

Class:

Date of Referral:

Date of Birth:

Reason for Referral

Yes

No

Details/ dates

Parents Notified?

Previous Referral?

CAMHS involved?

Counselling Recommended?

Agreed Follow Up:

Staff Signature:

Recorded on SIMs

Yes

No

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Monkstown Village Initiatives

Mentoring support is offered to students at Abbey Community College through the partnership with Monkstown Village Initiatives. MVI Youth Works are aiming to involve a number of students from Abbey Community College in a mentoring and personal development project. Mentoring sessions will occur once a week and take place during school hours, but within Monkstown Village Centre (above Tesco). Each mentoring session will last approximately 40 mins.

MVI Contact Details:

Colin Barr

Youth Worker

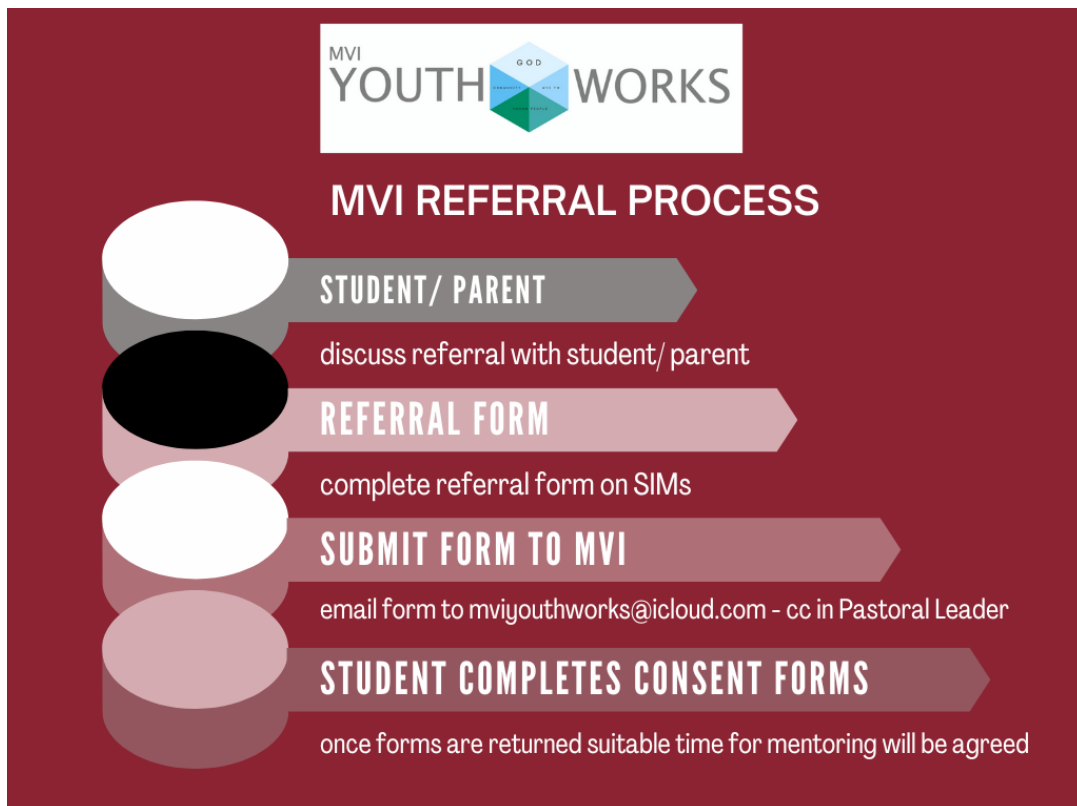
07757 690 482

mviyouthworks@icloud.com

For information on our other work you can find us on Facebook:

www.facebook.com/thegreenhut

MVI Referral Process



Student Support Framework

MVI Student Referral Form



Student Referral Form

Name:		Postcode:
Age:	DOB:	Class:
Referring Teacher:		SEN:
Head of year:		
Parental consent given:		Other services accessed:
Looked after child:		
Child Protection Register or Issues Y/ N If Yes please advise:		
Reason for referral:		
Attendance:		Behaviour Points:
Previous support offered:		
Any important information or issues to note:		
Signed:		Date:
A.O.B		



18 Monkstown Village Centre, Newtownabbey, BT37 0HS 02890860090 |
www.mviyouthworks.org | mviyouthworks@icloud.org

Student Support Framework

Monkstown Boxing Club

MBC is able to offer students at Abbey Community College mentoring and personal development support. Students will either work individually with our Youth Mentors or in small groups. Sessions will take place in both school and the boxing club.

MBC Contact Details:

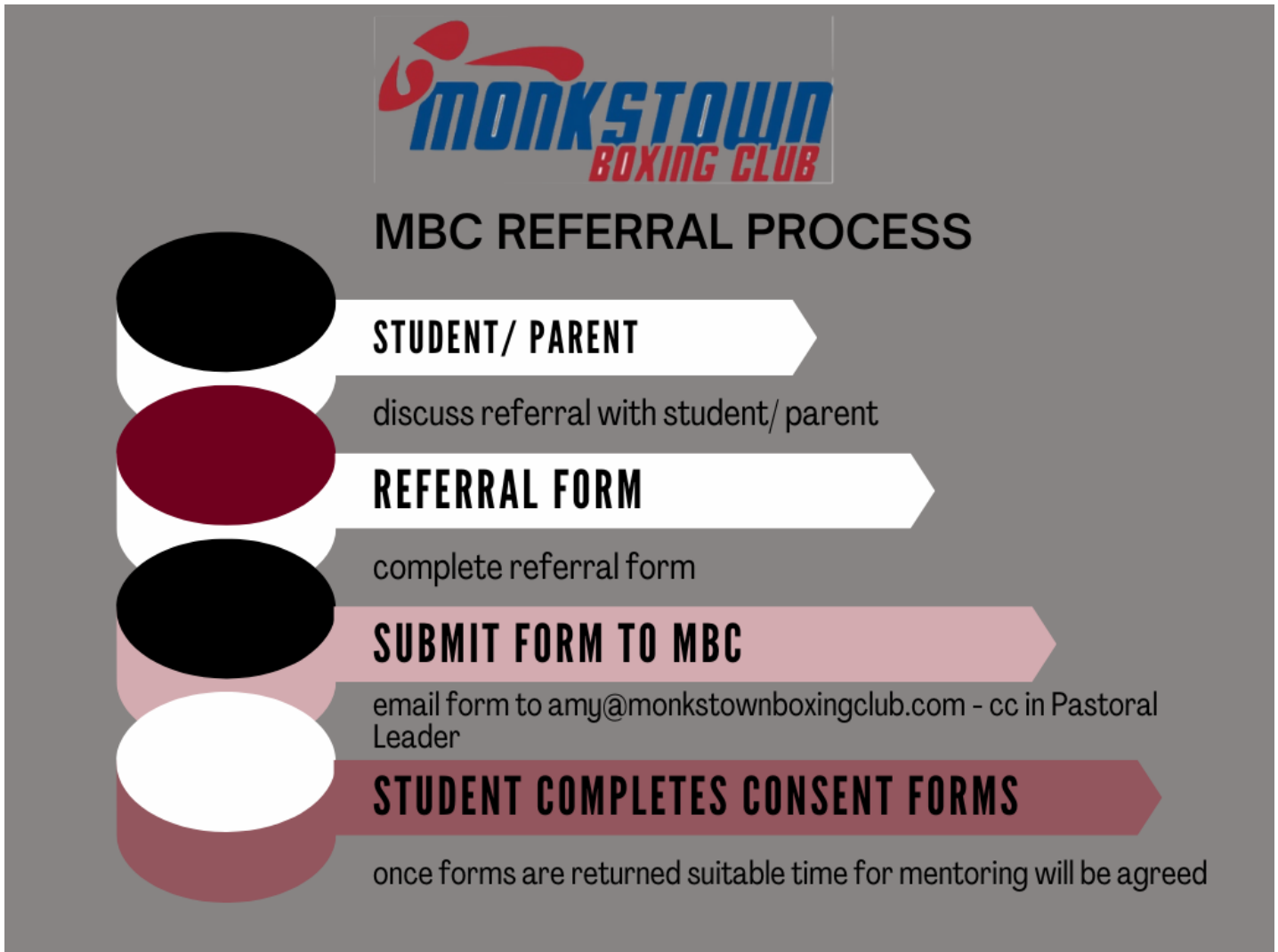
Amy Stewart

Lead Youth Worker

07878832472

amy@monkstownboxingclub.com

MBC Referral Process





MENTORING REFERRAL FORM

This form is to refer your Young Person to Monkstown Boxing Club for 1:1 mentoring support.

Mentoring provides a safe space and place for young people to discuss any problems they are facing. Their mentor will listen, guide and support them, working together to overcome issues and achieve realistic goals. Mentoring will take place within Monkstown Boxing Club or an alternative suitable environment one hour per week during the school day, or an agreed suitable time for a period of 8 weeks. If you are happy with your young person to undertake mentoring, or appropriate intervention, please complete the form below.

To ensure that we can best meet the needs of your young person we ask that you complete ALL SECTIONS of this form and send it to us. Please email to: info@monkstownboxingclub.com or in person to: Monkstown Boxing Club, Cashel Drive, Monkstown, Newtownabbey, Co. Antrim, BT37 0EY.

1. Referrers Details:

Details about the person who is making the referral.

Referrer Name:	Profession:
Organisation:	Telephone:
Email:	
Address:	

2. Young Person's Details:

Details about the person you wish to refer to Monkstown Boxing Club.

Young Person's Name:	Date of Birth:
Phone (Mobile):	Phone (Alternative):
Address:	

Monkstown Boxing Club – Mentoring Referral.
Cashel Drive, Newtownabbey, Co. Antrim, BT37 0EY.
T: 02890 869946
E: info@monkstownboxingclub.com



Student Support Framework

Greenisland Football Club Wellbeing Programme

Maggie acts as a mental health mentor. Students who are struggling (primarily) with mental health concerns are referred to Maggie by the HOY. All referrals go to Dylan Sloan as he supports Maggie external to Abbey on a Friday. The Referral form is attached.

Dylan triages the referral - if it is better suited to school counselling, he will ask the HOY to submit that referral instead.

Maggie will then complete an assessment of the young person and if she feels she can support she will create sessions with them, if not she will advise what capacity is best (CAMHS, family works, SEN referral, GP etc) If Maggie is to complete sessions with the student a letter is sent home (attached) Unlike school counselling the parent **MUST** be informed. As a school, we have stipulated that to ensure parents know that Maggie is not a counselling service inside the school. Some parents have gone on to ask Maggie to see their child external to school in a counselling capacity but that isn't our call.

Maggie has limited numbers across the year (due to her funding) she has to report on the numbers she is seeing. I think Gilsey had said that she is able to take 17 young people from February 2022 - May 2023. We have already used a lot of these spaces so very limited capacity next year.

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Referral Form



Referral Form

Date of referral					
Gender		Client's forename		Client's surname	
Address					
Town		County			
Postcode				Do not write (tick if applies)	
Landline				Do not leave message (tick if applies)	
Mobile				Do not leave message (tick if applies)	
Email address				Do not leave message (tick if applies)	
Date of birth					
Presenting issue	Please ensure GDPR is agreed by client for email referral.				
Name of person making referral				Self-referral? (tick if applies)	
Referrer agency					
Referrer contact details					
Name of GP			Name of GP surgery		

PLEASE RETURN TO:
Email: maggie@caimcounselling.com

Student Support Framework

Mentoring Letter



ABBAY COMMUNITY COLLEGE

Dear

There are many opportunities in which our young people can seek support for pastoral issues throughout the school. Most young people will discuss issues with their Form Tutor and Head of Year but sometimes they request additional support.

The school offers Family Works Counselling Services which student can access through an appointment slot or attend a drop in session. A student or parent can request a referral to the counselling service through the relevant Head of Year at any point throughout the school year.

We are glad to, now, have Maggie from CAIM Counselling providing mentoring support for our young people. Please note that Maggie is not operating as a counsellor within school but providing mentoring support for young people who request someone to speak to with the aim to promote healthy wellbeing and build resilience around a variety of topics.

Your son/daughter has requested to speak with Maggie and receive additional support. Please be aware that they are attending fortnightly sessions with Maggie. In order to facilitate this your son/daughter will receive an appointment slot, typically on a Friday, where they will attend their session. Please note if your child is receiving counselling or mentoring support elsewhere, unfortunately, Maggie is unable to continue mentoring sessions with them.

If you have any queries please speak with the relevant Head of Year involved with your child or alternative contact our School Social Worker, Dylan Sloan.

Many thanks

Carly McNaghten
Senior Leader for Child Protection and Safeguarding