



Notification of Online Compliance Survey

May 2017

Dear Principal

The Department is conducting a survey of all post-primary schools to learn how schools are complying with the requirements re Guidance set out in circulars 01/2016, 02/2016 and 03/2016. This letter is to give you **advance notice of this survey which is due for completion by 26 October 2017.**

The purpose of this survey

Guidance is a whole school activity where each school develops collaboratively a school guidance plan as a means of supporting the needs of its students. The circular(s) issued in 2016 which set out the allocation of teaching posts for the 2016/2017 school year provided an additional 300 posts through a change in the PTR allocation. This was intended to allow each school to determine how best to allocate the additional resource it receives to complement existing resources in order to best meet the guidance needs of the school in line with the school's guidance plan.

The purpose of this survey is to compile accurate information about the use of the full allocation to guidance in post-primary schools and specifically to learn about how the additional resource made available in 2016 has been deployed.

How will survey information be used?

The data will be used to inform policy development. It will also **provide baseline data for a second survey, to be conducted at the end of the 2017-2018 school year, which will focus on the use of improved resource provision for the Whole School Guidance Plan provided in circulars 10/17, 11/2017 and 12/17.** The Minister through these circulars requires schools to adjust their Guidance Plans to meet Action 9.1 in Action Plan for Education 2017 which states that the Guidance Plan should "include specified time allocation for guidance counsellors to be available for one-to-one guidance counselling and time allocation for the role in supporting the organisation and work of the Student Support Team".

Preparing for the survey

The survey requires some preparation on the part of the school to gather relevant information and, for that reason the survey questions are available now on the NCGE website at <http://www.ncge.ie/school-guidance-compliance-return/> together with a guide to completing the survey. NCGE is also available to provide advice and support during this preparation phase.

Completing the survey

The online survey may be accessed, **from mid-June**, on the website of the Department of Education and Skills and via the NCGE website link provided above. Further advice on how to complete the survey will be provided on the 'online welcome note' on the survey's webpage. It should take no more than ten minutes to complete. Again, the final date for the completion of this survey is **26 October 2017.**

When logging in please provide the following unique username and password when prompted. Note that these are case sensitive.

Username:

Password:

(PLEASE RETAIN THIS INFORMATION)

Please bring **this notice** to the attention of your school's Board of Management. A further reminder letter regarding the survey will be issued to you in September.

Eamonn Moran
Principal Officer
Department of Education & Skills