

Counseling

→ Steps to Meet the Counselor

1. Students may meet the Counselors walk-in basis on personal matters, issues, and problems during Breaks & other non-teaching times.
2. The Guidance Counselor discusses with the teacher and the student the issue being referred to at hand. The Counselor is prompt in responding to a referral, by meeting the student, class observation, and investigating. Records of follow-up are kept in the student's portfolio under observation by the Principal.
3. As part of the observation and monitoring follow-up, students will be invited for a counseling interview.
4. After a series of counseling and monitoring, a follow-up meeting shall be done to determine the extent of progress the student made with consultation from the teachers and with the parents.
5. All records are confidential and are only accessible to SLT & concerned members of staff and parents. Information may only be shared with an external agency with the written permission of the parents.
6. In case of any problems, parents shall be informed by phone or email to ensure optimum involvement and guidance.
7. Regular monitoring to keep track of students' progress and well-being.