



St Mary's Primary School
Reilly Park, Banbridge
Co. Down, BT32 3DJ

www.stmarysbanbridge.co.uk
info@stmarys.banbridge.ni.sch.uk

Telephone: (028) 406 62572

Fax: (028) 406 26545

Principal: Mr. D. O'Hagan

B.Ed., NPQH., M.Ed.

5th September 2023

Dear Parents/Carers,

I am writing to let you know that a 'drop-in guidance service' will be available in school as part of the Barnardo's *Time 4 Me* Programme. Drop-in is open to all students in Years 5 to 7 who feel they need support. No appointments are needed, and pupils can attend for up to 3 short meetings with the Counsellor/Therapist.

Drop-in helps pupils *solve minor everyday problems* such as worries about friendship, school tests or moving to 'big school'. Barnardo's records the name and school of every child that attends drop-in during the year. No other identifying information is recorded. Barnardo's retains the record for no longer than necessary. Its standard retention policy is 6 years. The Counsellor also lets the counselling Link Teacher know the names of those attending drop-in and a brief indication of the issue discussed. This is to help the school respond to pupil needs. Schools will hold a written record of this information.

If a pupil presents with an issue that is too complex for drop-in the Counsellor will talk with the child and their parents/carers about getting more appropriate support.

Our aim is to open the service to all pupils in Years 5 to 7. However, if you wish your child *not* to attend, please would you complete the form below and return it to me **not later than Monday 11th September.**

If you have any questions or queries about the drop-in, please speak to me Mr D O'Hagan.

Yours sincerely

D O'Hagan
Principal

✂-----

PUPIL NAME _____

CLASS _____

I **do not** wish my child to avail of the Barnardo's Time 4 Me Drop-in Service.

Signed _____ Date _____