**Questions for Senior Leaders to Consider Before Implementing Academic Counselling**

Who will have responsibility for organising it?

What information do you need?

How are you going to collect it? (e.g., sheets from Massey HS)

Who is going to carry it out? (teacher)

Who will you do this with? (students)

How will you do it?

When will it be done? (e.g., FT, after school, lesson time?)

How often?

What will happen to the data once collected? (e.g., personal education plans)

Where will the data be stored? (hard copy and electronic)

Who gets the information? (e.g., students get a copy?)

How will you evaluate it? (How do you measure its success?)