



Wonderland Academy Elementary School

Prague

SCHOOL COUNSELING OFFICE

School year 2025/26

The activities and structure of the School Counseling Office (hereinafter referred to as the School Counseling Office) are defined by the Education Act, Decree No. 72/2005 Coll. on the provision of counseling services in schools and school counseling facilities. Our school provides counseling services at school. The employees listed below cooperate with individual teachers. Counseling services are provided at the school to an extent corresponding to the number of students and their educational needs, as well as to the legal representatives of students and school teaching staff.

The School Counseling Office consists of:

Educational counselor Mgr. Marek Lansdorf – career counseling, educational problems – HEAD OF THE OFFICE

lansdorf@wonderlandacademy.cz, consultation hours: by prior agreement

School psychologist Mgr. Tereza Macurová

macurova@wonderlandacademy.cz, consultation hours: by prior agreement

Head of the team of assistants and special educator Petra Chramostová

chramostova@wonderlandacademy.cz, consultation hours: by prior agreement

The consultation service is provided free of charge.

The school's consultation services are focused on:

1. Prevention of school failure.
2. Primary prevention of the emergence and development of risky behavior in students, groups of students, and class collectives.
3. Professional support in the integration and education of students with special educational needs.
4. Care for the education of gifted and exceptionally gifted students through teachers.
5. Continuous and long-term care for students with disadvantage and creating conditions for its

reduction. 6. Methodological support for teachers in applying psychological and special pedagogical knowledge and skills to the educational activities of the school.

The standard activities of an educational counselor are:

A) Counseling activities:

1) Searching for students whose development and education require special attention and preparing proposals

for further care for these students.

2) Mediating diagnostics of special educational needs (entry and ongoing) and

intervention activities for students with special educational needs.

3) Cooperating with school counseling facilities (PPP – pedagogical-psychological

counseling, SPC – special educational center) and other institutions

4) Preparing conditions for the integration of students with disabilities in school, coordinating

the provision of counseling services to these students by the school and school counseling facilities and coordinating educational measures for these students.

5) Providing career counselling services to pupils/foreigners with regard to their special educational needs.

B) Methodological and information activities

1) Methodological assistance to school teaching staff in matters of career decision-making of pupils, integration, individual educational plans, work with gifted pupils, etc.

2) Providing professional information in the field of career counselling and care for pupils with

special educational needs to school teaching staff.

3) Providing information on the activities of the school, school and other counselling facilities in the

region, on their focus, competences and on the possibilities of using their services to pupils and

their legal representatives.

4) Collecting professional reports and information on pupils in the counselling care of other counselling facilities and ensuring them in accordance with the regulations on the protection of personal data.

5) Keeping written records that allow for documenting the scope and content of the educational

counselor's activities, proposed and implemented measures.

Standard activities of the school prevention methodologist are:

A) Methodological and coordination activities

1) Coordination of the creation and control of the implementation of the school's preventive program.

2) Coordination and participation in the implementation of school activities focused on the prevention of truancy,

addictions, violence, vandalism, sexual abuse, abuse by sects, pre-criminal and criminal behavior, risky manifestations of self-harm and other socially pathological phenomena.

3) Methodological management of the activities of school teaching staff in the field of prevention of socially pathological

phenomena (searching for problematic manifestations of behavior, preventive work with class collectives, etc.).

4) Coordination of the preparation and implementation of activities focused on the inclusion of multicultural elements in

educational process and the integration of pupils/foreigners; the priority within this process is the prevention of racism, xenophobia and other phenomena related to the issue of accepting cultural and ethnic difference.

5) Coordination of the school's cooperation with state and local government bodies that are competent

for the prevention of socially pathological phenomena, with the methodology of preventive activities in counseling and with professional workplaces (counseling, therapeutic, preventive, crisis, and other facilities and institutions) that operate in the field of prevention of socially pathological phenomena.

6) Contacting the appropriate professional workplace and participating in intervention and subsequent

care in the event of an acute occurrence of socially pathological phenomena.

7) Keeping written records that allow documenting the scope and content of the school methodology

prevention activities, proposed and implemented measures.

B) Information activities

1) Providing and transmitting professional information on the issue of socio-pathological phenomena, on

offers of programs and projects, on methods and forms of specific primary prevention to the school's teaching staff.

2) Presentation of the results of the school's preventive work, acquisition of new professional information and

experience.

3) Provides information on the school's collaborators in the field of prevention of socio-pathological

phenomena (state and local government bodies, educational care centers, counseling centers, health facilities, the Police of the Czech Republic, social care bodies, non-governmental organizations operating in the field of prevention, crisis intervention centers and other facilities, institutions and individual experts).

C) Consulting activities

1) Searching for and conducting orientation examinations of students at risk or with manifestations of socio-pathological behavior;



providing counseling services to these students and their legal representatives, and, if necessary, ensuring care from an appropriate professional workplace (in cooperation with class teachers).

2) Cooperating with class teachers in detecting warning signals related to the possibility of

developing sociopathological phenomena in individual students and classes and participating in monitoring the level of risk factors that are significant for the development of sociopathological phenomena in school.

3) In cooperation with class teachers, preparing conditions for the integration of students with specific

behavioral disorders in school and coordinating the provision of counseling and preventive services to these students by the school and specialized school facilities.

Standard activities of a school special education teacher

1) Focuses on students at risk of school failure - cooperation with teachers

2) Provides individual and group care for students with special educational needs

(regular or irregular meetings with an individual or group of students)

3) Provides textbooks, worksheets and compensatory aids for integrated students and other interested students

4) Provides special aids and didactic materials

5) Participates in the preparation and creation of Individual Educational Plans and Pedagogical Support Plans

6) Provides advisory services for teachers

7) Provides advisory services for parents

8) Cooperates in enrollment in the first grades of primary education

9) Coordinates the activities of teacher assistants at the school Mgr. Veronika Bergmanová

School principal

In Prague on 1. 9. 2024