

## Prince Henry's High School Careers Education, Information, Advice and Guidance Policy

### Introduction

It is important that every young person who attends Prince Henry's High School is given the opportunity to fulfil their potential in the career path they choose. It is essential that CEIAG is independent and impartial and that the wide range of options available from education to training via apprenticeships and other vocational pathways is given in the form of guidance that is in the best interest of the young person to whom it is given. This is achieved through a planned programme of activities to help them make decisions and plan their careers both in school and after they leave. The 1997 Education Act (as amended by the statutory guidance March 2015) places a duty on school to give students in Years 9 -13 independent careers guidance that is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Prince Henry's High School endeavours to follow the statutory guidance, the National Curriculum framework for PSHEC and the guidance given on work related learning as well as fulfilling the requirements of the Career Mark.

Prince Henry's High School is committed to providing a planned programme of CEIAG for all students in Years 9-13 in partnership with the independent Careers advisor, higher and further educational establishments, employers, parents and students.

This policy was developed and is reviewed annually with teaching staff, parents and students, the independent careers advisor, governors, advisory staff and other external partners.

The policy is underpinned by the Prince Henry's High School's policy for teaching and learning, assessment, recording and reporting achievement, PSHEC, work related learning, equal opportunities, health and safety and special educational needs and disabilities.

### Objectives

The careers programme is designed to meet the needs of students at Prince Henry's High School. It is differentiated to ensure progression through activities that are appropriate to the student's stages of career learning, planning and development.

Students are entitled to careers education that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on partnership with their parents or carers. The programme will uphold the principles of equal opportunity and diversity.

### Implementation

Jane Tozer is responsible for co-ordinating the careers programme working with Sarah Thomas head of PSHEC and the work experience co-ordinator Kate Knott. The co-ordinator is responsible to Andy Duffy (Assistant Head). Student guidance is managed through a combination of head of year, tutor, co-ordinator and the independent careers advisor, Chris Brewster. Work Experience is planned and implemented by the co-ordinator.

All staff are expected to contribute to CEIAG through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers co-ordinator in consultation with the independent careers advisor. The independent careers advisor provides specialist careers guidance. Careers information is available in the

Learning Resource Centre in a dedicated Careers Library which is maintained by the Learning Resources Manager, Rosie Bennington. Administrative support is available to the careers co-ordinator by Rachel Johnson who administers the work experience.

The careers programme includes careers education lessons as part of the CEIAG carousel, careers guidance activities, group work and individual interviews, information and research activities in the Learning Resources Centre, work related learning including one week's work experience in Year 11, action planning and recording progress. In addition careers education takes place in the assembly programme e.g. assemblies giving information about sixth form entry and alternative next step plans. Prince Henry's High School also provides a system of consultation to all individuals in Year 11 contemplating entry into sixth form either at Prince Henry's or elsewhere in addition to an individual interview with the independent careers interview. Other events run throughout the academic year such as a Careers Fair, the Higher Education Fair, the Next Step Conference, Destinations Day and external speakers for example on Apprenticeships. Work experience preparation and follow up take place in careers lessons and tutor time in addition to other appropriate parts of the curriculum.

Funding is allocated in the annual budget planning round.

#### Policy Review

The school policy is reviewed by the co-ordinator and independent careers advisor together with the deputy head teacher on an annual basis. Key priorities are incorporated in to the School Improvement and Development Plan where necessary.

#### Signatures

Headteacher .....

Chair of Governors .....

Date of approval by Governors .....

Date of next review .....