




# THE BISHOP'S STORTFORD HIGH SCHOOL

## CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

<b>Date of last review:</b>	February 2020 (Update)	<b>Review period:</b>	2 years
<b>Date of next review:</b>	Spring 2022	<b>Owner:</b>	Curriculum and Student Progress
		<b>Approval:</b>	



*TBSHS: A truly all-round education*



This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

### **Management of Provider Access Requests**

#### **Procedure**

A provider wishing to request access should contact:

**Years 7-11** Claire Jonas, Careers Lead Tel: 01279 868686

Email: [claire.jonas@tbshs.org](mailto:claire.jonas@tbshs.org)

**Years 12-13** Fiona Price, Assistant Headteacher, 6<sup>th</sup> Form Tel: 01279 868686

Email: [fiona.price@tbshs.org](mailto:fiona.price@tbshs.org)

#### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our aforementioned Careers Leaders to identify the most suitable opportunity for you.

#### **Premises and facilities**

Providers should use the opportunities available to them through the school's existing calendar to present to students. Beyond these opportunities, the school will, as far as possible, accommodate any requests made for careers presentations. When facilitating discussions between external providers and our students, pre-existing bookings of our community facilities will take priority when requesting access to the main hall, classrooms or private meeting rooms - as appropriate to the activity. The school will, again where possible, make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leaders or a member of their team. ***NB Where necessary, and if outside school hours, there may be a charge for the use of the facilities.***

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

## **Careers Education Information Advice and Guidance Policy**

### **Rationale for Careers Education Information Advice and Guidance (CEIAG)**

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work, It:

- Makes a major contribution to preparing students for the opportunities, responsibilities and experiences of life
- Supports and inspires young people to achieve their full potential, raising aspirations
- Empowers young people to plan and manage their own futures
- Availability of information is a key determinant of career choice which highlights the importance of providing comprehensive information on all options
- Promotes equality, diversity, social mobility and challenges stereotypes
- Supports young people to sustain employability and achieve personal and economic wellbeing throughout their lives

### **Purpose**

The Bishop's Stortford High School is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Development Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

The Bishop's Stortford High School is committed to preparing students to manage their future education and career path throughout adult life through a planned programme of CEIAG throughout their school career. It will maximise the benefits for students by using a whole school approach involving parents / carers, external IAG providers, employers and other local agencies, emphasising the importance of providing young people with real-life contacts and experiences from the world of work.

The school recognises its statutory duties to secure independent, impartial face to face careers guidance for pupils in years 8 to 13 that includes information on the full range of education and training options, including apprenticeships and vocational pathways and will ensure that all students have equity of access to impartial careers advice and guidance.

### **Commitment**

The School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximise the benefits for students by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies.

### **Management**

This area is supported by the Governors Curriculum and Student Progress Sub-committee. An Assistant Headteacher has strategic responsibility at SLT level for "Student Futures", Mrs Claire Jonas is Careers Lead. She has oversight of the CEIAG programme, and plans and implements the Work Experience. The school has responsibility for careers guidance and engages the services of Ms Claire Jonas, for 40 days per year.

The leadership will ensure staff who deliver CEIAG have access to relevant training.

The leadership and CEIAG Coordinator will review and evaluate the provision with all stakeholders including young-people .

### **Curriculum Provision**

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13, which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills

The delivery of these outcomes is through a range of agencies both inside and outside school.

For an overview of the annual programme of events, see appendix A.

### **Personal Provision**

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors
- external sources using email, telephone, web chat and forums via websites, the National Careers Service2 and specialist face to face careers guidance

We will provide additional access to face-to-face careers guidance for our vulnerable students as defined by the school's governing body and identified through internal assessment systems and in liaison with pastoral teams.

### **Resources**

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser
- Adequate staffing
- Student, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions

The CEIAG Coordinator is responsible for the effective deployment of resources, which is monitored by the Head of Careers. The Careers Resource Centre is updated annually via the addition or replacement of College Prospectuses, Apprentice opportunities and books, software, pamphlets and posters.

ICT facilities are available in the library, and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

### **Engagement with Parents and Carers**

The careers coordinator provides information concerning current careers opportunities for students on the weekly parent bulletin and on the termly Mitre publication. There is also a fortnightly Post-18 Bulletin that is tailored to our Sixth Form students, Social media (twitter) is used to remind parents and students of up-coming events and deadlines for specific opportunities.

Parents are invited into school for information evenings when some specific events are being planned. (eg Year 10 Work experience information evening, GCSE Options Evening, Post-18 Evening)

## **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of work experience placements and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school

The Service level agreements with external providers are discussed annually in the context of budgetary constraints. Alternative providers are considered with reference to levels of service and cost. This involves the Headteacher, SLT Link, Director of Finance, Head of Careers.

## **Monitoring, Review and Evaluation**

CEIAG forms part of whole school stakeholder reviews (these include, students, parents, staff) that take place biannually, and conducted by an external agency. In addition, monitoring of impact and effectiveness of the various elements of the programme is carried using online surveys, (e.g Work experience) and feedback forms (e.g. Careers forum).

## **Approvals and review**

This policy is reviewed biannually in discussion with the Governor Curriculum and Student Progress Committee, staff and external partners and key priorities for action are identified and included in the school improvement plan.

## Appendix A

**The Bishop's Stortford High School CEIAG Curriculum Overview**

<b>Year group</b>	<b>Services</b>	<b>When activity takes place</b>	<b>Gatsby Benchmark</b>
<b>All Years</b>	Parent Bulletin detailing career opportunities, vacancies, exhibitions, festivals, open events, masterclasses, research suggestions, work experience, competitions and careers news	Weekly	2, 3, 4, 5, 6,
<b>Year 7</b>	Biweekly mentoring during form time with Tutors	Ongoing throughout year	3, 8
	Assembly Presentation Careers & Opportunities Employer Visit	March	2, 3, 4, 5
	National Careers Week Potential Careers - Quiz with Tutors	March	2, 3, 4, 8
	Workshops Introduction to Careers	Summer Term	2, 3, 4, 7, 8
	Bushcraft Residential Teambuilding & Personal Development	June	3, 4
<b>Year 8</b>	Year Group Options for Foundation Year	February	3, 4, 8
	Assembly Presentation Careers & Opportunities Employer Visit	March	2, 3, 4, 5
	National Careers Week Potential Careers - Quiz with Tutors	March	2, 3, 4, 8
	Regular Mentoring meetings during form time with Tutors	Ongoing throughout year	3, 8
	Group Work – Team Skills & Equal Opportunities with Tutors	Spring Term	2, 3, 4, 8
	One to one guidance interviews preparing for Foundation Year 9 Tutors	March	3, 8
	<i>My Personal Skills Journey Booklet</i> - to help identify personal strengths & weaknesses	Summer Term	2, 3, 4
<b>Year 9</b>	Assembly Presentation Employer Visit	March	2, 3, 4, 5
	National Careers Week Potential Careers - Quiz with Tutors	March	2, 3, 4, 8
	Assembly Presentation Personal Finance - Employer Visit	May	2, 3, 4, 5
	Lunchtime Careers Workshop with Guest Speaker	Ongoing	2, 3, 4, 5
<b>Year 10</b>	Work Experience Information Evening	November	2, 3, 4, 5
	Group Work - Work Experience assemblies & Tutors in tutor time	January – June	2, 3, 4, 5, 8

	Future Employment Market Herts Local Enterprise Partnership (LEP)	January	2, 4, 5
	Assembly Presentation Careers Employer Visit	March	2, 3, 4, 5
	National Careers Week Potential Careers - Quiz with Tutors	March	2, 3, 4, 8
	One to one guidance interviews on Pathways & Careers – Careers Advisor	Summer Term	3, 8
	Oxbridge Scholars Group Monthly Information & Mentoring sessions	Summer	2, 3, 4, 5, 7, 8
	One Week Block Work Experience	June	2, 3, 4, 5, 6
	Group Work- Work Experience De-brief & Evaluation	June	2, 4, 8
	Work Permits for school aged children Martin Cooke Herts County Council	June	5
	Lunchtime Careers Workshop with Guest Speaker	Ongoing	2, 3, 4, 5
<b>Year 11</b>	One to one guidance interviews on Pathways & Careers with SLT	Ongoing all year	3, 8
	Oxbridge Scholars Monthly Information & Mentoring sessions	September-Spring	2, 3, 4, 5, 7, 8
	Year 11 Scholars Trip to Gonville & Caius College , Cambridge	September	2, 3, 7
	Assembly Presentation Stansted Airport College – Courses & Pathways Vice Principal Wendy Martin	October	2, 3, 4, 7
	Assembly Presentation Overview of Apprenticeships Education & Employers	November	2, 3, 4, 7
	Assembly Presentation Personal Finance & Tax: Barclays	November	3, 4, 5,
	Assembly Presentation Future Employment Market Herts Local Enterprise Partnership (LEP)	January	2, 3, 4,
	Assembly Presentation University of Hertfordshire	January	2, 3, 4, 7
	National Careers Week Potential Careers - Quiz with Tutors	March	2, 3, 4, 8
	Uni Frog - on-line tool for research into Uni courses, apprenticeships & FE courses	March	3, 7
	Assembly Presentation National Citizen Service	April	3, 4, 8
	Group Work: CV's & Applications with Form Tutors	April	3, 4, 8
	Leavers Booklets: Post-16 Options (detailing other local Schools & Colleges)	August	3, 8
	Lunchtime Careers Workshop	Ongoing	2, 3, 4, 5

	with Guest Speaker		
<b>6<sup>th</sup> Form</b>	Subscription To UCAS Support through application process provided from May of Year 12 through to A level Results Day	Ongoing	3, 7
	School Post-18 Bulletin Selection of Career and Post-18 Opportunities	Fortnightly	2, 3, 4, 8
	Life Beyond TBSHS Webpages with Post-18 Options plus Useful Links	School Sixth Form Website	3, 8
	Alumni Talks Optional Enrichment Sessions with ex-students returning to talk about post-18 paths and courses of study	Ongoing	2, 3, 4, 5
	One to one Guidance Interviews "Next Steps" – in school Career's Adviser	Ongoing	3, 8
	Lunchtime Careers Workshop with Guest Speakers	Ongoing	2, 3, 4, 5
	Competitive Admissions Support Registering of student interest in Oxbridge/Medicine/Veterinary/Dentistry Initial introductory advice session and materials provided in Autumn Term + further termly/half termly support sessions focussing on key skill	On-going	3, 5, 6, 8
	Nominations/reference support for Masterclasses, Summer schools e.g. Oxbridge masterclasses, Headstart, Sutton Trust, Imperial Work Experience, Nottingham Potential Programme	Ongoing	3,7, 8
	Careers Forum – Major biennial event Broad spectrum of industry sectors represented	Biennial	2, 3, 4, 5, 7, 8
	Year 13 Oxbridge Interview Workshop with Dr Sewell, Senior Tutor and ex Director of Admissions, Cambridge plus additional practice interviews including Medicine with Dr Oakey, Consultant Anaesthetist, Philosophy with Andrew Sanger, Cambridge, History with Dr Sean Laing, ARU	November and Various dates in Nov & Dec	3, 4, 5, 7, 8
	Roche GenerationX Visit to Roche products for insight into careers in science for selected Yr 12 and Yr 13	November	2, 3, 4, 5, 6
	Uptree Careers in STEM Workshop Optional session for Yr 12 and Yr13 on employability and networking with focus on STEM careers, e.g. with MBDA	November	2, 3, 4, 5, 6, 8
	University Budgeting for Year 13	January	3, 7
GSK Work Experience Year 12	February ½ term	3, 4, 5, 6	



Unifrog introduction to Year 12 On-line tool for research into Uni courses, Apprenticeships & FE courses	March	3, 7
CV Education	March	3, 4, 8
National Careers and Apprenticeship Week Themed Assemblies/Tutorials	March	2, 3, 4, 5
Year 12 Post-18 Information Evening	March	3, 4
On-Line Lloyds Banking Workshop Introduction to careers within Lloyds group and one-to-one on-line chat with Lloyds Apprentices	March	2, 3, 4, 5
Year 12 Oxbridge Information Evening Start of support programme with visiting Cambridge professor	March & ongoing	3, 7, 8
Year 12-13 Year 13 share their Post-18 Top Tips with Year 12	March	3
AmGen Gene Sequencing Weekend research project extracting and sequencing DNA	March	3, 4, 5, 6
Year 12 Higher Education Exhibition	April	2, 3, 5, 7
Year 12 Student Life Visiting speakers from Bath and Glasgow Universities	April	2, 3, 7
Year 12 Gap Year Visiting Speaker from Oyster Worldwide	April	3, 5
Year 12 One to One Rotary Business Professional Interviews	May	3, 5, 8
Journalism Visiting Speaker Optional lunchtime session - Dr Jenner of Harlow College of journalism	May	3, 4, 5, 7
Year 12 Apprenticeship Introduction Visiting speaker from ASK Project and ex-TBSHS alumnus who is a GSK Apprentice	May	2, 3, 4, 5, 7
Year 12 Personal Statement Education	May	3, 4, 8
Year 12 UCAS Apply Education and Registration	June	3, 7
Year 12 Work Experience Week	June	2, 3, 5, 6
Year 12/13 One to One Post- Guidance Interviews with Form Tutors	July & September	3, 8
Citizenship Programme External Speakers from varied backgrounds (Politics, Human Rights, Sports, Journalism....)	Fortnightly throughout academic year	3, 5, 7
Enrichment Programme Opportunities for MUN, debating, volunteering in community (e.g. Grove Cottage – Mencap, ...), subject societies (e.g. Maths & Physics, Medical, Computing)	Weekly throughout the year	3, 4, 5, 6, 7

	Mentoring and Leadership Programmes Student involvement with lower year groups, e.g. Paired Reading, Peer Mentoring, Film Club, Drama Club, Music Leadership.	Weekly throughout the year	3, 4
	INTERACT Sixth Form charity fund-raising group with external advice from Rotary Club	Ongoing	3, 4, 5
	Sixth Form Senior Team Positions of responsibility including managing Tuck Shop, running Sixth Form and School Councils	Ongoing	3, 4

**National Apprenticeship Week: Information & opportunities sent via Daily Notices & Parent Bulletin**  
**National Careers Week: Updates via Daily Notices on NCS theme of the day + links to websites – also on Parent Bulletin.**

**There are many leadership opportunities, here are some:**

- School Council: Years 7 to 11 – democratic participation, leadership, communication skills
- Form Captains
- House Captains
- Music Leadership
- Mentoring Scheme
- Interact
- Senior 6<sup>th</sup> Form Team
- Mentoring Scheme

**Just a few of the other activities:**

- University subject taster days
- Lunchtime Clubs: Geography, Programming, Science, Film, Drama, Music
- Drama Festival
- House Drama Competitions
- Music Festival
- speakers
- Maths Challenge competitions
- History Discussion Group
- any many more
- Maths in Action day
- Maths juggling day
- Crest Award
- GSK Quiz
- Citizenship guest
- Dragon’s Apprentice
- Arkwright Trust ....

**Trips:**

Trips provide a learning venue that matches a student’s natural inclination to know more & engages students of all abilities and helps to put the learning subject in context. Group activities may include adventurous expeditions that develop social skills and self-confidence. For confident individuals, school trips can change attitudes and raise aspirations through participation in activities. Rising to new challenges and living alongside their peers helps pupils to become more adaptable and confident - critical to their development.

Schools trips provide powerful learning outcomes for young people that contribute to a sense of belonging, feeling valued and the ability to make a positive contribution in their community and society at large. Students become more resilient and optimistic and their emotional health and self-esteem improve. All of these positive attributes help to develop skills and enhances existing ones as well as improving a student’s employability.

**Amongst many others, the following curriculum/non-curriculum trips take place throughout the school calendar on a rolling basis, for Years 7-13:**  
 Geography; field trips

RS & Citizenship; trips

History; Ypres, Hastings plus archaeological dig

Business Studies; business wholesalers visit, Hayters trip, City of London trading floor visit

Additional trips:

Bushcraft

Poland

South Africa/Argentina Rugby Tour

Ski: Years 7-13

Cern

MUN (Model United Nations)

Russia

Duke of E: Gold/Bronze

Year 9 Cricket Tour

Berlin

Nat. Citizenship Prog

New York

Music Tours