



THE BISHOP'S STORTFORD HIGH SCHOOL

CAREERS EDUCATION INFORMATION ADVICE AND GUIDANCE POLICY

Date of last review:	March 2025	Review period:	2 years
Date of next review:	Spring 2027	Owner:	Curriculum and Student Progress
		Approval:	

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 The Education (Careers Guidance in Schools) Act September 2022

Pupil entitlement

All pupils in years 7-13 are entitled:

- to independent careers guidance

All pupils in year 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 T levels, 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.

All students will have a minimum of two encounters with providers of technical education and apprenticeships in each of the follow stages of their education:

- stage 1: 1st September in Year 8 to 28th February in Year 9
- stage 2: 1st September in Year 10 to 28th February in Year 11

Additionally, the school will provide, at least, two encounters between the 1st September in Year 12 to 28th February in Year 13. These encounters will be optional for students to attend.

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact:

Dave Harvey, Assistant Headteacher, Careers Lead Tel: 01279 868686

Email: dave.harvey@tbshs.org

Years 7-11 Claire Jonas, Post-16 & Careers Tel: 01279 868686

Email: claire.jonas@tbshs.org

Years 12-13 Fiona Price, 6th Form Tel: 01279 868686

Email: 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 7 to 13 that includes information on the full range of education and training options, including apprenticeships, technical 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.

The school is committed to plan for the future introduction of a guarantee of 2 weeks' worth of work experience for every young person as stated in the updated statutory guidance (May 2025).

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

The leadership and CEIAG Coordinator will review and evaluate the provision, annually, including student voice.

Curriculum Provision

The school uses the revised Gatsby Benchmarks (September 2025) to aid development of the careers programme. 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 Service 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 newsletter. There is also a fortnightly Post-18 Bulletin that is tailored to our Sixth Form students, Social media 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)

Parents are invited to attend our bi-annual careers fair with their children

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 biennially. 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).

The school uses the Gatsby Benchmarks (updated September 2025) to quality assure provision. (See Appendix A)

Approvals and review

This policy is reviewed biennially in discussion with Governor link and via 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 Eight Gatsby benchmarks of Good Career Guidance

- 1.** A stable careers programme
- 2.** Learning from career and labour market information
- 3.** Addressing the needs of each young person.
- 4.** Linking curriculum learning to careers
- 5.** Encounters with employers and employees
- 6.** Experiences of workplaces
- 7.** Encounters with further and higher education
- 8.** Personal guidance

The Bishop's Stortford High School CEIAG Overview 2024-25

This Overview covers Gatsby Benchmark 1

A Stable Careers Programme

Year group	Services	When activity takes place	Gatsby Benchmark
All Years	Weekly Newsletter detailing career opportunities, vacancies, exhibitions, festivals, open events, masterclasses, research suggestions, work experience, competitions, careers news – and IAG	Weekly	2, 3, 4, 5, 6,
Year 7	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 and/or PP with Tutors	March	2, 3, 4, 8
	Assembly Presentation with member of SLT	March	2, 3, 4, 8
	Assembly <i>Introduction to Careers</i>	Summer Term	2, 3, 4, 7, 8
	Bushcraft Residential Teambuilding & Personal Development	June	3, 4

Year 8	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 - PP with Tutors	March	2, 3, 4, 8
	Assembly Presentation with member of SLT	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>Year 8 Insight Careers Day</i> Representatives from different sectors/carousel style presentations	June	2, 3, 5, 8
	<i>My Personal Skills Journey</i> Booklet to help identify personal strengths & weaknesses	Summer Term	2, 3, 4
Year 9	Assembly Presentation Employer Visit	March	2, 3, 4, 5
	<i>National Careers Week</i> Potential Careers - PP with Tutors	March	2, 3, 4, 8

	Assembly Presentation with member of SLT	March	2, 3, 4, 8
	Lunchtime Careers Workshop with Guest Speaker	Ongoing	2, 3, 4, 5
Year 10	Work Experience Information Evening	October	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
	Assembly Presentation with member of SLT	May	2, 3, 4, 8
	National Careers Week Potential Careers – PP and/or Quiz with Tutors	March	2, 3, 4, 8
	One to one guidance interviews on Pathways & Careers – Careers Advisor	Summer Term	3, 8
	<i>Aspire</i> 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 Herts County Council & Head of Year	June	5
	Lunchtime Careers Workshop with Guest Speaker	Ongoing	2, 3, 4, 5
	<i>Years 10-13 Careers Forum</i> for students & Parents/Carers Broad spectrum of industry sectors represented by 60+ Employer/Apprenticeship Recruiters Higher & Further Educators	Biennial Next Forum: October 2025	2, 3, 4, 5, 7, 8
Year 11	One to one guidance interviews on Pathways & Careers with SLT	Ongoing all year	3, 8
	One to one Guidance Interviews <i>Next Steps</i> – with school Career's Adviser	Ongoing	3, 8
	<i>Aspire</i> 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 Presentations Stansted Airport College Harlow College Cambridge Regional College 16-19 Creative Media College Herts Regional College, Writtle College University of Hertfordshire	October-January	2, 3, 4, 7

	<p><i>How to Choose Your A Levels</i> <i>BTEC Qualifications</i> Fiona Price</p>	November	2, 3, 4, 7, 8
	<p><i>Years 10-13 Careers Forum</i> for students & Parents/Carers Broad spectrum of industry sectors represented by 60+ Employer/Apprenticeship Recruiters Higher & Further Educators</p>	<p>Biennial Next Forum: October 2025</p>	2, 3, 4, 5, 7, 8
	<p>Assembly Presentation Overview of Apprenticeships: Education & Employers</p>	November	2, 3, 4, 7
	<p><i>Arkwright Scholarship Trust</i> Targeted Assembly Guidance on Scholarship Programme to targeted students</p>	November	2, 3, 4
	<p>Assembly Presentation Future Employment Market Herts Local Enterprise Partnership (LEP)</p>	January	2, 3, 4,
	<p>National Careers Week Potential Careers - PP with Tutors</p>	March	2, 3, 4, 8
	<p>Assembly Presentation with member of SLT</p>	May	2, 3, 4, 8
	<p>Group Work: CV's & Applications with Form Tutors</p>	April	3, 4, 8
	<p>Leavers Booklets: Post-16 Options (detailing other local Schools & Colleges)</p>	August	3, 8
	<p>Lunchtime Careers Workshop with Guest Speaker</p>	Ongoing	2, 3, 4, 5

6 th Form	Subscription To <i>UCAS</i> 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
	<i>Life Beyond TBSHS</i> 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
	On Request: One to one Guidance Interviews <i>Next Steps</i> – with school Career's Adviser	Ongoing	3, 8
	Lunchtime Careers Workshop with Guest Speakers	Ongoing	2, 3, 4, 5
	<i>Aspire</i> Admissions Support - Registering of student interest in Medicine/Veterinary/Dentistry Initial introductory advice session and materials provided in Autumn Term + further termly/half termly support sessions focussing on key skill	Ongoing	3, 5, 6, 8
	Nominations/reference support for Masterclasses, Summer schools e.g. <i>Aspire</i> Masterclasses, <i>Headstart</i> , <i>Sutton Trust</i> , <i>Imperial College</i>	Ongoing	3, 7, 8
	Visit to Bishop's Stortford College for <i>International University Roadshow</i> – hosted by <i>The University Guys</i>	October	3, 4, 7, 8
	<i>Years 10-13 Careers Forum</i> for students & Parents/Carers Broad spectrum of industry sectors represented by 60+ Employer/Apprenticeship Recruiters Higher & Further Educators	Biennial Next Forum: October 2025	2, 3, 4, 5, 7, 8

	Year 13 <i>Aspire</i> Workshop with representatives from Admissions, Cambridge University plus additional practice interviews including Medicine, Philosophy and History	November and Various dates in Nov & Dec	3, 4, 5, 7, 8
	<i>GenerationX</i> Careers Fair visit for insight into careers for Yr 12 and Yr 13 at local external venue	November	2, 3, 4, 5, 6
	<i>Uptree</i> Careers in STEM Workshop Optional session for Year 12 & 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
	<i>National Apprenticeship Week</i> : Visiting speakers for assemblies & lunchtime workshops	January	2, 3, 4, 5
	GSK Work Experience Year 12	February ½ term	3, 4, 5, 6
	<i>Unifrog</i> introduction to Year 12 On-line tool for research into Uni courses, Apprenticeships & FE courses	March	3, 7
	CV Education	March	3, 4, 8
	<i>National Careers Week</i> Themed Assemblies/Tutorials	March	2, 3, 4, 5
	Year 12 Post-18 Information Evening	March	3, 4
	Year 12 <i>Aspire</i> 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	Spring Term	2, 3, 5, 7
	Year 12 Student Life Visiting speakers from various Universities	April	2, 3, 7
	Year 12 Gap Year Visiting Speaker from Gap Year Company	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 Visit to Bishop's Stortford College for prospective medics to observe <i>Operating Theatre</i>	May	3, 4, 5
	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
	Year 12-13 GSK Internship Paid Work Experience	Summer Holidays	3, 4, 5, 6

	Programme in summer holidays		
	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 running Sixth Form (charity initiatives and ad hoc Leavers events etc) and School Councils	Ongoing	3, 4

National Apprenticeship Week: Information & opportunities sent via Daily Notices & Parent Bulletin

National Careers Week: Guest assemblies for each year group, Years 9-13 lunchtime careers workshops, tutor resources for each year group + links to websites – also special news reproduced in Parent Bulletin.

There are many leadership opportunities, some examples:

School Council: Years 7 to 11 – democratic participation, leadership, communication skills

Form Captains

House Captains

Music Leadership

Mentoring Scheme

Interact

Senior 6th Form Team

Just a few of the other promoted activities:

University subject taster days

Lunchtime Clubs: Eco Club, Programming, Science, Film, Drama, Music

Drama Festival

House Drama Competitions

The Globe Newspaper

Music Festival

Maths Challenge competitions

History Discussion Group

Mock Bar Trials

Public Speaking/Debating

Citizenship guest speakers

Model United Nations ... plus many many more

Maths Inspiration Day

MedSoc

Bio-Sciences Soc

LawSoc

Maths & PhysicsSoc

EconomicsSoc

Computer ScienceSoc

Architecture & DesignSoc

Arkwright Trust

Scholars Groups Years 10 & 11

Outreach Events eg Aerozone, NHS, Uptree, Unifrog, Gonville & Caius

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

History; Warwick Castle, Berlin, National Civil War Museum

Bushcraft

Seniors World Rugby Tour

Ski: Years 7-13

Language Exchange & Immersion Trips

Parliament & Westminster

Theatre trips with Media, Drama & English Depts

Go-Karting Competitions

Year 12 Watersports/Bonding Trip

RS & Citizenship; trips Parliament & Westminster

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

Psychology; Poland

World Cricket Tours for Years 9,10, 11, & Seniors

Physics; Cern

Duke of E: Gold/Bronze

Theatre trips with Media, Drama & English Depts

Museum visits with Art Dept

Year 11 Activity/Bonding Trip