

## **Robert Clack School**

### **Careers Education Policy 2016-17**

Our Careers Policy has been reviewed following the publication of the DFE document

*Careers guidance and inspiration in schools*

*Statutory guidance for governing bodies, school leaders and school staff*

*March 2015*

The guidance will be reviewed by the DFE on an annual basis but will be changed only if it is felt to be unfit for purpose.

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 to year 13. The governing body must ensure that the independent careers guidance provided is presented in an impartial manner and includes information on the range of education or training options, including apprenticeships and other vocational pathways. Schools must ensure that the person delivering considers will promote the best interests of the pupils to whom it is given.

We are ambitious for our pupils and want each and every one to enjoy and achieve during their time at school. We will work with families to encourage all to aspire to achieve the best that they can in order to achieve the best possible life opportunities

Robert Clack School will provide all pupils in the school with age appropriate impartial advice and guidance throughout their school career.

#### **Robert Clack School will provide this impartial advice and guidance through:**

- Providing Year 8 pupils with careers related activities through the 'Skills for Life' programme
- All year 8 pupils taking part in an 'Access to Higher Education' day, raising awareness of post school opportunities with specialist staff and former students
- Providing Year 9 pupils and their parents/ carers with factual information on the range of options available to all at Key Stage 4 through 'Skills for Life' lessons, an assembly programme and an options information evening.
- Providing Year 9 pupils and their parents / carers with an individual interview to discuss their options following the information evening
- Providing pupils in year 10 and 11 with a structured careers education programme for a period of 10-12 weeks each year. This will be delivered as part of the PSHE programme in school
- Delivering lessons that will include activities to raise awareness of the requirements for a successful career including accessing information, specialist entry requirements, application processes and successful interview techniques
- Delivering a programme will provide pupils with access to on- line support systems including CASCAID / KUDOS. Pupils will access this programme in school but will also be able to access this at home to discuss the outcomes with their parents and family.
- Providing pupils with all of the information relating to Post 16 option choices including Apprenticeships, courses available in Further Education colleges and courses available at schools in the local community including the sixth form at Robert Clack.

- Pupils will be made aware of the range of courses available at post 16 including both academic and technical courses. The school is absolutely committed to ensuring that the information provided is unbiased and presents the benefits and disadvantage of each option.
- Providing all pupils in year 10 with an organised work experience programme currently in conjunction with Trident
- Providing all pupils in year 10 with a mock interview with the support of local employers
- Providing all pupils in Year 11 with access to a careers interview with a member of the Local Authority careers advisory service. Parents and carers will be invited to attend this interview should they wish to do so
- Providing pupils with Special Educational Needs with additional support to enable them to access appropriate opportunities either in school or at the local college to ensure that they are able to move onto appropriate courses allowing them to make good personal progress
- Providing pupils applying to our sixth form with accurate course information and an interview to ensure that the course they study meets their individual needs and will allow them to achieve and progress into employment, training or university.
- Providing pupils with access to information events organised by external agencies including local college and training providers. We have a large and increasing successful alumni and we make full use of their expertise and experience as inspirational role models for our pupils
- Providing pupils with access to appropriate careers publications

## **Post 16**

Currently pupils who are eligible for free school meals are able to access financial support from the 16-19 Bursary fund

Students in the sixth form are provided with:

- Access to an individual careers interview with an independent careers specialist
- Support to access university open days and interviews
- Support to access specialist apprenticeship programmes
- An access to Higher Education Support programme including a HE evening and specific HE information events in school
- All students who have not achieved a grade C in English or Maths at GCSE will re-sit the examination in Year 12 to enable them to access a wider range of careers
- A specialist work experience or 'Insight into management' programme organised through Trident
- All students will be given access to programmes to enable them to achieve at the highest level including the STEP programme

We will constantly review the opportunities available in the local community and will make use of these where they are to the benefit of our students.

Any visitors to the school as part of the careers education programme are vetted and/or supervised to ensure that we meet our safeguarding responsibilities.

