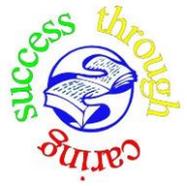


Summerhill School Policy for Careers Education, Information, Advice and Guidance 2018-2019



A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them to make 14-19 choices which are right for them and to enable them to have the necessary skills to be able to manage their careers throughout their lives. Secondary schools have a statutory duty to provide careers education and to give students access to careers information, guidance and advice.

Aims and Commitments of CEIAG

Summerhill School is committed to providing a planned programme of careers education for all students in Years 7-11 and information, advice and guidance in partnership with the local Connexions service and external providers and/or professionals.

Summerhill School endeavours to follow

- the National Framework for CEIAG for 11-19 year old's in England
- Quality Standards for Young People's IAG
- current good practice guidelines laid out in the DCSF IAG Strategy
- DCSF Principles of Impartial careers Education
- other relevant guidance from QCA and Ofsted.

At Summerhill School our careers' mission statement aims to ensure all students;

- successfully enter Employment, Education or Training (EET) at an appropriate level, after leaving school,
- have completed a successful Work Experience Programme (Year 10)
- have a knowledge and understanding of the current career opportunities available to them as an individual.

Objectives of CEIAG

The careers programme at Summerhill School is designed to meet the needs for all students who journey through the school. It is differentiated and personalised to ensure the progression of all students throughout the different stages of their career learning, planning and development.

All students are entitled to careers education, information, guidance and advice which meets all professional standards of good practice and is tailored to the individual, is impartial and confidential. This will be integrated into their curriculum and will involve partnership with stakeholders.

The programme of study will promote equality of opportunity, inclusion and anti-racism; it will comply with the current legislation on disability, discrimination and equality; it will celebrate diversity, challenge stereotypes and breakdown barriers.

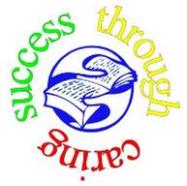
Implementation of CEIAG

The person Responsible for CEIAG at Summerhill School is James Wollerton (Assistant Head Teacher – Head of House) who reports directly to James Bowkett (Executive Headteacher).

Mr. Wollerton is responsible for the planning, co-ordination, implementation and management of the CEIAG and Work Experience programmes, materials, resources and opportunities.

All staff at Summerhill School contribute to careers education, information guidance and advice through their roles as House Tutors and subject teachers. Specialist sessions are delivered by external

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providers, staff with specialist responsibilities or external interests. Careers information is constantly available and updated in the Careers Section of the School Library, in House Bases and advertised on the school plasma screens.

The careers programme includes;

- Careers educational sessions, delivered through Global Learning lessons
- Guidance from House Tutors during morning House time and by the Head of House one morning a week during Year 11 Focus House time.
- Post 16 Careers Evening
- Mock interviews, Curriculum Vitae writing and Personal Statement workshops
- College and university trips for whole cohorts and targeted focus groups
- Information and research activities (in the School Library, Learning Resource Centre and through the internet)
- One week of work experience opportunities for all Year 10 students
- Individual learning and planning activities
- Enterprise activities and enrichment visits (Big Bang and NEC Skills Show)
- Access to Labour market information to enable learners to discover information relevant to their individual needs
- Local Connexions support and advice

Pupils will be provided with opportunities to take part in work place visits, work experience, work shadowing, mentoring, enterprise and extra-curricular clubs, employer talks and FE presentations.

- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers and universities. These providers will also visit the school to facilitate presentations, assemblies and focused activities. This will assist pupils in making informed decisions about their future career with all stakeholders concerned.
- Where possible we will continue to develop partnerships with local and national colleges, universities, apprenticeship providers, employers and training providers.
- Students will have access to a wide variety of external speakers from local and national employers, professional organisations, higher educational providers and alumni.
- Students with an interest in the Uniformed Public Services will have the opportunity to discuss these career options with visiting professionals in Year 11.
- KS4 students will take part in mock college interviews.

Links are being constantly maintained, revisited and developed with local and national FE and HE establishments within the United Kingdom (inclusive of Oxbridge), Dudley Education Business Partnership, links with local and national employers and work placement providers, the Armed forces, Uniformed Public Services and the wider community sector.

Prepared by: **James Wollerton**

Date: **December 2018**

Review Date: **September 2019**



Provider Access Policy Introduction

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 8-11 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;

James Wollerton, Assistant Head teacher

Telephone: 01384 816 165

Email: jwollerton@summerhill.dudley.sch.uk

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:

Thursday 19th October 2017 Year 11 Post 16 Evening

Wednesday 1st November 2017 – Stourbridge College Myth Busters Presentation

Wednesday 8th November 2017 – Stourbridge College Interview techniques Presentation

Wednesday 15th November 2017 – Stourbridge College Personal Statements and Application Presentation

Thursday 16th – Friday 17th November 2017 – NEC Skills Show

Wednesday 10th January 2018 - National Citizenship Service Presentation

Wednesday 31st January 2018 – National Citizenship Workshops

Please speak to our Careers Leader, Mr Wollerton to identify the most suitable opportunity for you or to suggest an alternative date.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Section of the library, which is managed by the school Learning Centre Administrator, Daniel Morgan. The Library and Learning Centre is available to all students at lunch and break times, as well as before and after school.

Approval and review

Approved 2nd February 2018 by Governors of Governors

Approval by Full Governors: July 2018

Next review: July 2019

Mrs Carol Fletcher
Chair of Governors

Mr James Bowkett
Executive Headteacher