



Walthamstow School For Girls

“Neglect not the gift that is in thee”

Policy Document

Careers Education & Guidance Policy

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1. VISION AND ETHOS

Our vision is to provide students with a wealth of careers knowledge and experience to prepare them for life after Walthamstow School for Girls and to enable them to make the best possible choices for themselves. This includes thorough and up-to-date information on post-16 opportunities. Careers education and guidance is embedded in all areas of school life including in the curriculum, assemblies, extra curricular activities etc. Our careers education and guidance supports our GREEN vision for learning and will help students to be open minded and not to be restricted by stereotypes or to traditional pathways. All students should feel that they can achieve their goal and should be encouraged to have high aspirations.

2. CONTEXT AND RATIONALE

Section 42A of the Education Act 1997 requires Governing Bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds).

The Governing Body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- includes information on the range of education or training options, including apprenticeships and technical education routes
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

This CEAG policy should be read in conjunction with: EO policy, GREEN vision, Careers Provider Access Policy Statement (Appendix A).

3. OBJECTIVE

The school endeavours to follow:

- Careers Guidance and Access for Education and Training Providers (Department of Education, January 2018)
- Careers Strategy: Making the most of Everyone's Skills and Talents (Department of Education, December 2017)
- Good Career Guidance - The Gatsby Benchmarks (The Gatsby Charitable Foundation, 2014)

4. DEVELOPMENT

This policy was developed in consultation with the school leadership team, Governors, Waltham Forest Careers Service, our Senior Enterprise Coordinator from Team London and our two business partners. The policy is reviewed every 2 years.

5. STAFFING AND RESOURCES

All staff contribute to CEAG in all capacities. This includes tutors and PSHE teachers as well as support staff. Heads of Department and other teaching staff will also plan, monitor and evaluate the elements of careers education that are delivered in their lessons and will ensure that CEAG is embedded within their curriculum where appropriate.

6. PARTNERSHIPS

The school works with a range of providers to deliver the CEAG programme. This includes the Waltham Forest Careers Service, colleges and universities, Team London, business partners and volunteers who work with us to provide events and activities such as Work Experience and Professional Interview Day. We involve parents, staff and Governors at all opportunities and welcome their support.

7. CAREER & LABOUR MARKET INFORMATION RESOURCES

Staff, students and parents can access information on higher and further education through our website as well as

accessing guidance on completing applications and personal statements.

We are working on making a broader range of information available through our website and Learning Resource Centre in the near future.

8. MONITORING, REVIEW AND EVALUATION

In order to review and evaluate our CEAG provision we:

- Communicate regularly with Waltham Forest Careers Service and our Team London contact
- Use the Compass Tool to evaluate our performance against the Gatsby Benchmarks
- Conduct a questionnaire with students following careers meetings (both one to one and group sessions)
- Conduct a survey/questionnaire with students, staff and our volunteers following Work Experience and Professional Interview Day
- Report to the Governing Body on the audit against benchmarks and the steps being taken.

APPENDIX A

Walthamstow School for Girls Careers Provider Access Policy Statement

1. INTRODUCTION

This policy statement sets out Walthamstow School for Girls' arrangements for managing the access of providers to students at our school. The aim of this is for providers to have the opportunity to give information to students about their education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.

<https://www.legislation.gov.uk/ukpga/1997/44/section/42A>

2. PUPIL ENTITLEMENT

All students in Years 8 to 11 are entitled to:

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

Please see programme of events in Careers Education & Guidance Policy.

3. MANAGEMENT OF PROVIDER ACCESS REQUESTS

Procedure:

A provider wishing to request access should contact Marianna Philippou, Assistant Headteacher in the first instance via email on info@wsfg.waltham.sch.uk

Opportunities for access:

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

Please see programme of events in Careers Education & Guidance Policy.

4. PREMISES AND FACILITIES

The school will make the main hall, classrooms or private meeting rooms available as appropriate to each individual activity. The school will make any necessary equipment available e.g. internet access, projectors in order for the provider to be able to carry out their presentations. Individual requirements for events will be discussed with the provider in advance of each event with either the Careers Leader/Marianna Philippou or other relevant member of staff.

Providers are welcome to leave a copy/copies of their prospectus or other relevant course literature with the relevant member of staff at school.

APPENDIX B

Walthamstow School for Girls Careers Programme

All year groups receive one lesson of PSHE each fortnight.

Year 7 also receive a GREEN learning lesson each fortnight and year 9 receive a citizenship lesson each fortnight.

Year group	General careers	Provider experience	Encounter with employer	Independent careers advice	Life skills
7		Royal Veterinary College (20 students, January) Goldsmiths University trip (30 students, March)	Royal Veterinary College (20 students, January) The Smallpeice Trust, - sponsored projects (60 KS3 students, summer)		MyBnk (all students, October) GREEN lessons GREEN project
8		Institute of Engineering, (6 students with other local schools, May)	Our Bright Futures project at Groundwork London (30 students, June) The Smallpeice Trust, - sponsored projects (60 KS3 students, summer)		MyBnk (all students, October) Public Speaking event – English Faculty (all students, July)
9	Options evening (January) PSHE lessons	Cambridge Classics Faculty visit, offered to students with Year 11 Ex-students from Oxford university visit 9Ma1 and 9Ma2 for one hour session (60 students, November)	Royal Navy event (60 students, October) V&A – Creative Quarter - employers run lectures and Q&A (15 students, November) Design my Future Workshop (20 students, November) What's my line (Mar) Challenge Day (CENLIG/Elba) (18 students, June) The Smallpeice Trust, - sponsored projects (60 KS3 students, summer)	Ex-students from Oxford university visit 9Ma1 and 9Ma2 for one hour session	MyBnk Enterprise-in-a-Box (60 students, March)

10	<p>PSHE Work Experience</p> <p>MFL module on future plans /ambitions /ideals</p>	<p>Forest School Careers Fair (30 students, January)</p> <p>University of Oxford trip (10 students, March)</p>	<p>Work Experience (All students, July)</p> <p>Business Enterprise Fair</p>		<p>MyBnk (all students, March)</p> <p>Zanzibar Volunteering Expedition (15 students, July every 2 years)</p> <p>British Library trip (20 students, November)</p>
11	<p>PSHE – CV writing, cover letters, college applications, interviews</p> <p>MFL module on World of Work - interviews, formal letters, job applications, role-play</p> <p>English Faculty - Formal letter writing / job applications</p>	<p>College Roadshow (all students, January) - Including Big Creative for Apprenticeships</p> <p>Cambridge Classics Faculty visit (27 students, July)</p>	<p>Professional Interview Day (all students, February)</p>	<p>One-to-one sessions with careers advisor (PP and SEN) and group sessions for all other students (November-February)</p>	