

# THE PRIORY SCHOOL

## Careers Programme

**DRAFT**



Approved by the Governing Body on:	
Review cycle:	Annually
Review date:	
Governors Committee:	Learning and Teaching
Staff responsible:	RHN/HTR

## 1. Aims

The school recognizes the importance of Careers education and guidance as a vital part of supporting our learners to make positive and aspirational decisions about the direction of their adult life. This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 2. Pupil entitlement

All pupils in years 8-13 at The Priory are entitled to:

- 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 taster events.
- To understand how to make applications for the full range of academic and technical courses.

## 3. Staffing

Mrs Sarah Bassett - The school has a fully qualified Careers Advisor. Individual interviews for key stage 4 and Priory6 students are organised. Drop in appointments are also available.

Mr R Harrington is responsible for Careers provision in the school and is our school lead on Careers.

Mrs G Rose is responsible for PSHCE in the school.

Mr P Harrison is Head of Priory6 and takes the lead on sixth form provision.

Many departments also offer links to outside employer contacts.

## 4. The Programme *(Gatsby 1)*

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	<p>Trip to Denbies Vineyard – Study of a local business</p> <p><i>(Gatsby 6 Experience of a workplace)</i></p> <p>PSHCE - NHS Careers</p> <p><i>(Gatsby 2 Learning from career and labour market information)</i></p>	<p>Positive Perspectives by Keith Posner – Assembly</p> <p><i>(Gatsby 5 Encounter with an employer)</i></p>	<p>PSHCE - Citizenship – How Government policies and law affect life choices including work</p>
Year 9	<p>PSHCE - GCSE/BTEC Options workbook to prepare for option choices</p> <p><i>(Gatsby 3 Addressing needs)</i></p>	<p>Trip to the Olympic Park to see an example of UK's changing economy</p> <p><i>(Gatsby 5 Encounter with an employer)</i></p> <p>University of Surrey Options Theatre Production</p> <p><i>(Gatsby 3 Addressing needs)</i></p>	<p>Science STEM project</p> <p><i>(Gatsby 4 Linking curriculum learning to careers)</i></p>
Year 10		<p>PSHCE – Finance workshops over 3 lessons being trialed by one group</p> <p><i>(Gatsby 4 Linking curriculum learning to careers)</i></p>	<p>Business Studies Trip to Thorpe Park</p> <p><i>(Gatsby 5 Encounter with an employer)</i></p>
Year 11	<p>PSHCE – CV's, application forms and interviews</p> <p><i>(Gatsby 3 Addressing needs)</i></p> <p>Careers interviews with Sarah Bassett</p> <p><i>(Gatsby 8 Personal guidance)</i></p> <p>Trip to Mini Factory for Computing and DT students</p> <p><i>(Gatsby 5 and 6 Experience of a workplace and encounters with employers)</i></p>	<p>Interview Day</p> <p><i>(Gatsby 3, 5 and 8 Addressing needs/ Encounters with employers/ Personal guidance)</i></p> <p>Post Priory Leading Learners</p> <p><i>(Gatsby 7 Encounters with FE and HE)</i></p>	
Priory6	<p>Careers interviews with Sarah Bassett</p>	<p>Post Priory Leading Learners</p>	<p>University of Surrey Fair</p> <p><i>(Gatsby 2,3 and 7 Learning from career and</i></p>

	<i>(Gatsby 8 Personal guidance)</i>	<i>(Gatsby 7 Encounters with FE and HE)</i>  PSHCE – Finance workshop  <i>(Gatsby 4 Linking curriculum learning to careers)</i>	<i>labour market/ Addressing needs/ Encounters with FE and HE)</i>  Day visits to Universities  <i>(Gatsby 7 Encounters with FE and HE)</i>
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## 5. Manager of provider access requests

A number of events, integrated into the school careers program, will offer providers an opportunity to come into school to speak to pupils and/or their parents/careers. A provider wishing to request access to visit the school should contact Mr Richard Harrington, Careers Lead, on [rhn@priroycofe.com](mailto:rhn@priroycofe.com) or the school phone number (01306 887337).

Providers are welcome to leave a copy of their prospectus or other relevant course literature so that it can be placed in the schools Careers Library. This room is available to all students at break/lunch times and after school.

## 6. Premises and facilities

The school will make the main hall, classrooms or careers library available for discussions between the provider and students, as appropriate to the activity. The school will also make a computer and projector available 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.

## 7. Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## 8. Links to other policies

- Child protection and Safeguarding policy
- Accessibility policy
- Equality Policy
- Expected behaviour of parents and visitors to the school

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Richard Harrington, Careers Lead.

This policy will be reviewed by Richard Harrington, annually. At every review, the policy will be approved by the Learning and Teaching Committee of the governing board.