

# THE PRIORY SCHOOL



## Careers Policy

Approved by the Governing Body:	
Review cycle:	Annually
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Governors Committee:	Learning and Teaching
Staff responsible:	Careers Leader

### Contents

- [1. Aims](#)
- [2. Statutory requirements](#)
- [3. Pupil entitlement](#)
- [4. Staffing](#)
- [5. Aims of the programme](#)
- [6. Manager of provider access requests](#)
- [7. Premises and facilities](#)

[8. Safeguarding](#)

[9. Links to other policies](#)

[10. Monitoring arrangements](#)

## **1. Aims**

The school recognises 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 7 to 11 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.

## **3. Pupil entitlement**

All pupils in years 7-11 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.

## **4. Staffing**

The school has a fully qualified Careers Advisor. Individual interviews for key stage 4 students are organised.

Mrs Julia Sterling is responsible for Careers provision in the school and is our school lead on Careers.  
Mrs Claire Lister is responsible for PSHCE in the school.

## **5. Aims of the programme**

**The aims of the programme are to meet the Gatsby Benchmarks of good career guidance as set out below:**

- 1. A stable careers programme*
- 2. Learning from career and labour market information*
- 3. Addressing the needs of each pupil*
- 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*

How we meet these benchmarks is available on our website careers page and is a constantly evolving list.

## **6. 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 Mrs Julia Sterling, Careers Lead, on [jsg@priorycofe.com](mailto:jsg@priorycofe.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 school's Study Centre. This room is available to all students at break/lunch times and after school.

In particular, The Priory works closely with Reigate College and East Surrey College who between them provide a range of A Level, BTEC, Vocational and Technical qualifications. Our partner colleges work with students down to Yr7 and start visiting whole year groups from Year 9 onwards. We also regularly have speakers in to assemblies from other local providers such as Colliers College in Horsham. Most recently, we have arranged for the Guildford Maths school to come and speak to our most able maths students in Yr10 and 11.

We are too far, geographically, from any technical colleges to realistically invite them for visits.

## 7. 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.

## 8. 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.

## 9. Links to other policies

- [Child protection and Safeguarding policy](#)
- [Accessibility policy](#)
- [Equality Policy](#)
- [Volunteers Working in School Policy](#)

## 10. Monitoring arrangements

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

This policy will be reviewed by Mrs Julia Sterling, annually. At every review, the policy will be approved by the Learning and Teaching Committee of the governing board. Careers provision will be evaluated regularly:

- Annual review of partnership activities with the Education Development Trust.
- Review of all careers events by Careers Leader.
- Developmental activity is identified annually in the SIP.
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups, parent council groups and questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online selfevaluation tool for schools.
- Working with Surrey Careers Hub to explore further careers opportunities.

[Back to top.](#)