



# The Priory School of Our Lady Of Walsingham



## Careers Guidance Policy

Reviewed by: Executive Committee

On: .....

Next review due: September 2024

Signature of Principal .....

# Careers Guidance Policy

This Policy should be read in conjunction with the School's SEN and Senior School Curriculum Policies

## Scope

The scope of this Policy covers all pupils and aims to provide advice and guidance in order to inspire and assist them to fulfil their potential and consider a broad range of career / post-16 options.

The examinations passed and qualifications gained at school are the means by which “doors to the world” open, whether it be to continue into further education, into training, or into the world of work. Careers guidance at Priory School is tailored, in line with the school's ethos, to offer appropriate advice and counsel for each individual pupil, within a “whole-school” policy of raising awareness of the importance of future career requirements and options from early years. The overall aim, with of course academic qualifications, is to equip each pupil to make the most informed decision as to their future.

## Aims

The School seeks to ensure that any careers advice provided:

1. is presented in an impartial manner
2. has at its core a concern for promoting the best interests of each individual pupil
3. looks without pre-conception at the widest choice of careers and futures

## Approach

Guidance and advice are present at all the stages of a pupil or pupil's career in school, but there are specific “trigger points” where very specific advice, discussions and reviews take place. These are between pupil and Form Tutors, subject tutors, and critically Careers Officer and Vice Principal. Advice can be general, by class or form, or individual and personal.

The immediate points are at the choice of subject options for GCSE, which occurs in S3; during the GCSE years of S4/S5), with annual **academic reviews** and termly meetings that include discussions of future options, and then critically at transition from S5 to Sixth Form, further education, apprenticeship or work. GCSE results are of course critical to entry to further educational paths, and this is borne in mind throughout studies. Individual meetings with parents as well as general parents' evenings held throughout the year are a critical part of this process.

This is backed up by a regular series of ‘Tuesday Talks’ from external speakers on professional, service, business and other career paths, as well as general topics of interest and information. These are designed to give pupils a wide view of what the future may hold for them (see Appendix).

The school also encourages and supports pupils in seeking and finding holiday employment or for professional experience. Help is also provided with job applications, CVs and interview practice as and when required. Active help of parents and the Priory School Parents Association is also encouraged.

## Methods

The School adopts the following main strands to the delivery of careers guidance and advice:

1. Focus on quality of teaching in order to equip each pupil with the means to think critically and independently in order to develop to the maximum.
2. Provision of regular talks, given by guest speakers representing a range of career paths, including the professions (for example medicine, law, teaching, media, journalism), the armed services, public life (for example politics, local government, the Civil Service, the emergency services, nursing), commerce and business, and the Arts.
3. Access to advice on options available post-16: for example, apprenticeships, training courses for a variety of occupations, the world of business, as well as the more traditional A Levels, UCAS and University route

4. Provision of individual support and advice that comes with clear focus at S3, when options for GCSE courses are exercised, again at the end of S5 and again during the two Sixth-Form years, when advice on UCAS and funding for Higher Education is offered.
5. Guidance regarding open days in S5 and applications for Post-16 options
6. Sixth Form UCAS Discover visit / University Search Open Day / University Career Fairs
7. Visits, e.g. college, STEM activities, careers fairs etc.
8. School career activities e.g. Careers Week for the whole school, PSHE days with focus on careers
9. For those intending to pursue a technical or vocational career, fostering and maintaining strong links with institutions such as the IW College of Further Education, and with HTP, which handles apprenticeships on the Isle of Wight, UKSA and other training organisations.
10. Following on from annual review meetings for all pupils in senior school, a programme of individual interviews is conducted by the Vice Principal with all S5 pupils and with all Sixth Formers during their A Level years. In addition, the Personal Tutors for S5 pupils meet with individuals throughout their studies to provide targeted support and guidance.

### **Overall**

The compact and integrated nature of Island life allows the School to draw on a wide range of practitioners and enhances the ease of external visits; the School aims to draw on the goodwill inherent in this community to foster the development of careers advice.

### **Personnel**

- Mrs Emma Soar            MA, BA (Hons), PGCE Vice Principal
- Miss G Chapman        BA (Hons), PGCE, MBA, Careers Advisor

Authorised by the Principal, Mr David EJJ Lloyd

September 2023

## Appendix 1: Evidence List—Tuesday Talks/Special Assemblies

<b>4 October 2022</b>	Shoebox Appeal (Cowes Rotary Club)
<b>10 November 2022</b>	Colouring Competition (Police)
<b>22 November 2022</b>	Drugs (Police)
<b>24 January 2023</b>	Maritime Archaeology (S5 Prefect)
<b>7 February 2023</b>	Cargo Bikes/Green Benefits (Keert)
<b>28 February 2023</b>	Brevity Literary Handbill (Ms Bowler)
<b>14 March 2023</b>	Walk The Wight Assembly (Mountbatten)
<b>25 April 2023</b>	Cats Protection (Mr Ramsden)
<b>2 May 2023</b>	Equestrian Pursuits (Ms Pinfield-Wells / Ms Pink)
<b>23 May 2023</b>	Army Careers (Sgt Cartledge)
<b>6 June 2023</b>	Eco Monitors (Mr Lloyd / Mrs White)
<b>13 June 2023</b>	Satellite Data/GIS/Mapping/Ecology/Nature (Mr Middleton)
<b>12 September 2023</b>	Agriculture (Mr Hayles – ex Priory pupil)
<b>19 September 2023</b>	Army Careers (Sgt Cartledge)
<b>3 October 2023</b>	Career at GKN Aerospace (Mr Craddock – Priory parent)
<b>10 October 2023</b>	Being Safe Online (Ryde Neighbourhood Policing Team)
<b>14 November 2023</b>	4-Year Seagoing Adventure (Mr & Mrs Steventon)
<b>21 November 2023</b>	Midwifery (Mrs Styles)
<b>28 November 2023</b>	Computer Game Development
<b>5 December 2023</b>	Engineering