

# ST. ANTHONY'S SCHOOL

## St Anthony's School Careers Policy Statement



**Written/Reviewed by:** H. Ball

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# **St Anthony's School Careers Policy Statement including Provider Access**

## **Policy Statement**

### **Introduction**

St Anthony's provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

### **Aims and purpose**

- Prepare pupils for the transition to life after St Anthony's
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with well-rounded experiences and qualifications.
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **Statutory requirements and recommendations**

The careers provision at St Anthony's is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -11 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

### **Careers Provision at St. Anthony's School**

All pupils have access to the following:

- Specific Personal and Social Development Curriculum - Careers and preparing for life after St Anthony's is a fundamental aspect of our PSD and YAS curriculum
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways
- All pupils from Year 9 have access to advice and guidance from key staff in school

- All pupils in Year 10 access a meeting with our school Transition Manager to explore future pathways
- Pupils (if appropriate) have access to relevant careers events hosted at the school and within the locality

### **Key Stage 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3 in preparation for Key Stage 4
- Pupils take part in Enterprise projects across the school year
- STEM events and projects are a key part of the KS3 curriculum and hosted by Chichester College
- Year 9 Annual review focuses on transition and pathways Post -16

### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with pupils in school, parents/carers via School open evenings, Parent consultation evening, Parent information morning and Annual reviews. The school Transition Manager will give advice and guidance on Post 16 opportunities and individualise routes into Post 16 provision
- Parental engagement is key to successful transition
- The majority of KS4 pupils take part in the Duke of Edinburgh Award
- Pupils in Year 11 undertake a meaningful Work Experience, Community work experience and work based placements and opportunities that are tailored to individual needs and aspirations

The overall organisation of work experience is undertaken by the school Transition Manager who liaises with the leadership team to ensure the most relevant, appropriate and engaging opportunities are offered to the young person.

All placements are visited by the school Transition Manager who will decide suitability then take the young person to visit the placement.

Extended work placements can be offered in certain circumstances as deemed by the Head Teacher Families are informed and communicated with throughout the process and a Risk Assessment form is requested from Chichester College, passed to parents to sign and agree to placement. Once the school Transition Manager has this paperwork the placement is legal and work experience can start. All pupils on placement are covered by the employers' liability insurance and places of work are risk assessed by the Chichester College work experience team.

## **Providers Access Policy Statement**

### **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 and section 72 of the Education and Skills Act 2008.

### Pupil entitlement

All pupils in years 8-13 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 vocational courses.

### 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:

	Autumn term	Spring term	Summer term
Year 7*	➤ Life Skills and Functional Skills through Personal Social Development curriculum, the wider curriculum and assembly and class group opportunities		
Year 8	➤ Life Skills and Functional Skills through Personal Social Development curriculum, the wider curriculum and assembly and class group opportunities		
Year 9	<ul style="list-style-type: none"> <li>➤ Life Skills and Functional Skills through Personal Social Development curriculum, the wider curriculum and assembly and class group opportunities</li> <li>➤ EHCP meetings focus on transition</li> <li>➤ Pupils have access to school based Careers information day</li> <li>➤ Annual review – discuss possible Post 16 provision</li> <li>➤ Annual Careers event (Yr 9,10,11) – local employers invited to school to run workshops, pupils choose which workshops they would like to attend</li> </ul>		
Year 10	<ul style="list-style-type: none"> <li>➤ Life Skills and Functional Skills through Personal Social Development curriculum, the wider curriculum and assembly and class group opportunities</li> <li>➤ EHCP meetings focus on transition, Annual review – discuss possible Post 16 provision</li> <li>➤ Pupils have access to school based Careers information day</li> <li>➤ Individual meeting to discuss future options with Transition Manager</li> <li>➤ Individual meeting with Transition Manager</li> </ul>		
Year 11	<ul style="list-style-type: none"> <li>➤ Life Skills and Functional Skills through Personal Social Development curriculum, the wider curriculum and assembly and class, Annual review – final decision made to Post 16 provision. College application made by school Transition Manager</li> <li>➤ Pupils have access to school based Careers information day</li> <li>➤ Individual meeting to discuss future options with Transition Manager</li> <li>➤ Post-16 taster days at chosen Post 16 provider</li> <li>➤ Work Experience or supported community work experience</li> <li>➤ Individual meeting with Transition Manager</li> <li>➤ Transition portraits written by Transition Manager and passed to Post 16 provider</li> <li>➤ Local authority representative attending</li> </ul>		

