



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Careers Education Information Advice and Guidance Policy

Agreed by Governors: 21 November 2023

### 1 Rationale for Careers Education Information Advice and Guidance (CEIAG)

Chatham & Clarendon Grammar School to encourage creativity, resilience, flexible thinking, confidence, intuiting, empathy, the ability to work in and lead a team, and the capacity to listen, to hear and to adapt to change for all our students from Year 7 to Year 13.

Careers Education, Information Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood by:

- Supporting young people to achieve their full potential;
- Empowering young people to plan and manage their own futures;
- Offering targeted support for vulnerable and disadvantaged young people;
- Providing comprehensive information on all options;
- Raising aspirations;
- Promoting equality, diversity, social mobility and challenging stereotypes;
- Enabling young people to access and sustain employability and achieve personal and economic wellbeing throughout their lives;
- Enabling young people to make well informed choices and decisions for their future.

### 2 Purpose

Chatham & Clarendon Grammar School is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance.

It is also committed to maximising the benefits for students by using a whole school approach involving parents, carers, external Information, Advice and Guidance (IAG) providers, employers and other local agencies.

### 3 Opportunity

Chatham & Clarendon Grammar School students regularly receive information about different career opportunities and how to apply for them. Students have the opportunity to find out about different areas of work through visiting speakers, lessons, a structured work experience programme and the opportunity to visit different work places.

Chatham & Clarendon Grammar School provides a range of opportunities to:

- promote an awareness of work and employability skills;
- promote any opportunities that help to raise aspirations and achievements, particularly those that can be socially and culturally gendered (nursing, engineering, STEM);
- assist students in identifying how their existing skills, attitudes and knowledge learned in and out of school can be applied to, and further harnessed, in the world of work;
- provide access for all students to impartial careers advice;
- encourage independent reflection and enquiry by students into their relative strengths, together with the skills and qualifications required in the field of interest;
- provide assistance for students in basic career management such as CV writing, interview skills and job searches;
- make students aware and encourage them to attend open days at further and higher education institutions.

#### **4 Respect**

Chatham & Clarendon Grammar School respects all students' rights to choose the progression pathway they wish to follow and is committed to ensuring that students have necessary independent and impartial information advice and guidance to allow them to reflect and make good decisions.

#### **5 Staffing**

Careers, enterprise and work experience is overseen the Careers and Guidance Manager, who in turn liaises with the School's independent Careers Adviser.

#### **6 Curriculum Provision**

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13, and a transition programme from Year 6 into 7, which enable young people to:

- Develop themselves through career and work-related education;
- Learn about careers and the world of work;
- Develop career management and employability skills.

The governing body of Chatham & Clarendon Grammar School 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 students to whom it is given.

#### **7 Personal Provision**

Elements of the above will require access to individual information advice and guidance through:

- internal staff, external visitors and mentors including alumni;
- external sources using email, telephone, and websites, the National Careers Service and specialist face to face careers guidance.

We will secure additional access to face-to-face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students as defined by Chatham & Clarendon Grammar School's Governing Body.

## **12 Resources**

Chatham & Clarendon Grammar School will provide resources for the successful implementation of this policy through securing:

- an annual budget for the delivery of the careers programme
- adequate staffing
- student and staff access to information (both in electronic and hard copy forms)
- a designated space for Careers Partnerships

The policy recognises the range of partners that support the CEIAG offer within our school. These include:

- formal arrangements with our external provider of careers guidance and others
- liaison with post 16 providers and higher education institutions
- employers and training providers
- parents and carers
- others specific to our school.

## **13 Monitoring and Evaluation**

In accordance with government guidance, we work towards implementing the 8 non-statutory Gatsby benchmarks for CEIAG, namely:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance.

Success of Chatham & Clarendon Grammar School's CEIAG programme can be measured by the Year 11 and Year 13 destination figures published by the Department for Education in their school Performance Tables.

Student satisfaction with course choices will be measured by the number of students wishing to change courses in years 10, 11, 12 and 13.

The Headteacher and the Careers and Enterprise Manager will review and evaluate the provision with all stakeholders including young people and the external IAG service.

## Appendix A

### Provider Access Statement

Chatham & Clarendon Grammar is committed to providing students with impartial transition advice, therefore the following guidelines have been put in place for all external educational providers.

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 the statutory guidance set out in the DfE document "Careers guidance and access for education and training providers" (January 2018).

All students in Years 7-13 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 progression point;
- 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;
- understand how to make applications for the full range of academic and technical courses.

Any educational provider wishing to access Chatham & Clarendon Grammar School must contact the Careers and Guidance Manager with specific details of their request.

Lisa Clements, Careers and Guidance Manager [lclements@ccgrammarschool.co.uk](mailto:lclements@ccgrammarschool.co.uk)  
Telephone: 01843 591074

Any request received will be considered by the Careers and Guidance Manager in conjunction with the Headteacher. The School's aim is to provide students with appropriate information about all potential pathways into other education, training or employment and will consider all requests for access.

The School reserves the right to refuse requests from any provider who does not have an accredited, appropriate, age related course or in circumstances where the provider fails to agree to comply with the School's safeguarding arrangements and any conditions stipulated by the School. A request may also be refused if the School does not have capacity to host the event during the period indicated by the provider. The provider must also comply with any safeguarding regulations as stipulated by the school.

### Premises and facilities

The school will make suitable facilities available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers and Enterprise Lead or a member of their team.

Each event will be supported by a named member of staff.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is available to students.

## APPENDIX B

The list below, which is not exhaustive, details some of the many ways in which students at Chatham and Clarendon Grammar School are developed as young people who are well equipped for the world of employment.

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	<p>Departmental display signposting career pathways and alumnus routes - ongoing</p> <p>Is It Worth It? Life skills and awareness of social media (alternate years)</p> <p>Theatre production for Road Safety Awareness</p>	<p>Go for It 1:1 interviews for selected Pupil Premium Students</p>	<p>Activities Week</p>
Y8	<p>Departmental display signposting career pathways and alumnus routes</p> <p>Go for It 1:1 interviews for selected Pupil Premium Students</p>		<p>Personal, Health, Social and Economic (PHSE) session looking at jobs and changing nature of the labour market (LMI Future Trends)</p> <p>STEAM (Science Technology Engineering Art and Mathematics) multi-school project</p> <p>Mathematics Team Challenge</p> <p>Mini Sechi Project</p> <p>Activities Week</p>
Y9	<p>Departmental display signposting career pathways and alumnus routes - on-going</p> <p>Is It Worth It? Life skills and awareness of social media (every other year)</p> <p>On-line 'How to Choose' option advice</p> <p>GCSE Options Assembly</p>	<p>Computer Science Cup</p> <p>Go for It 1:1 interviews for selected Pupil Premium Students</p> <p>GCSE Options Fair for parents and students</p> <p>Science, Maths and Technology option screening</p> <p>PHSE option support</p>	<p>Activities Week</p> <p>3 Transition Days to Upper School</p>
Y10	<p>Availability of Resources Centre and permanent member of staff</p> <p>Higher Education Assembly</p>	<p>Maths trip to Disneyland Paris</p> <p>Go for It 1:1 interviews for selected Pupil Premium Students</p>	<p>Work Experience preparation assembly</p> <p>National Citizen Service Assembly</p> <p>Work Experience Health &amp; Safety Assembly</p>

	<p>1:1 Setting and Progressing interview with Careers &amp; Guidance Manager 'What can you do with ...' career related departmental assemblies - ongoing</p>	<p>Successful Women, London</p> <p>Progress to College visits (selected students)</p> <p>Visit to St Hughes College, Oxford, and Queen's College, Cambridge, (selected students)</p> <p>UNIFROG</p>	<p>Work Experience Week</p> <p>Careers Focus Days</p> <p>Progress to College visits (selected students)</p> <p>Mini Sechi Design and Technology Project</p>
Y11	<p>Availability of Resources Centre and permanent member of staff – ongoing</p> <p>Support for personal statement writing - ongoing</p> <p>1:1 progression meeting with Careers &amp; Guidance Manager</p> <p>Post-16 events: Apprenticeships and College Pathways – ongoing</p> <p>Individual interviews for selected Students</p> <p>K4U Assembly and follow-up support</p> <p>Sixth Form Progression Assembly</p> <p>NEET link person and attendance at participation meetings - ongoing</p> <p>National Citizen Service – ongoing</p>	<p>Sixth Form Progression Assembly</p> <p>Revision meeting with Senior Leadership Team (SLT)</p> <p>SLT meeting with students not performing to their full potential</p> <p>EBP 1-1 interviews PP/LAC and selected students</p> <p>UNIFROG</p>	<p>Sixth Form Introduction week</p> <p>MedLink (selected students)</p>
Y12 Y13	<p>Access to Resources Centre and permanent member of staff – ongoing</p> <p>Advice on apprenticeships, trends and opportunities – ongoing</p> <p>Year 12 survey and interview preparations – on-going</p> <p>Personal statement surgeries and screening</p>	<p>Computer Science: Google HQ careers talk and tour</p> <p>Politics &amp; History Conference, Brussels</p> <p>Higher Education Focus Day: One - with evening parents meeting Easter 'on the cloud' interviews with parents Higher Education UCAS Fair</p>	<p>Higher Education Focus Day: Two</p> <p>Individual 1:1 intention interviews for whole year group</p>

	<p>Rolling programme of guest speakers – ongoing</p> <p>Careers &amp; Guidance Manager attends early Year 12 assemblies</p> <p>Go for It interview for bursary students and former Pupil Premium students from Year 11 – ongoing</p> <p>Awareness of Taster Days and Summer School through assemblies and direct emails – ongoing</p> <p>National Citizen Service – ongoing</p> <p>Oxbridge meetings – ongoing</p> <p>Umpiring and coaching fees met for selected students – ongoing</p> <p>Assembly on Enrichment and Expectation</p> <p>Wednesday afternoon volunteering opportunities (flexible - not limited to Wednesday afternoon) – ongoing</p> <p>Headstart, Pilgrims Hospice, charity shops, local primary and junior schools, Macmillan Crossroads training (eg Manual Handling, Dementia Awareness) – ongoing</p> <p>Bean Stalk Project, reading in primary Schools, and Ageless Thanet – ongoing</p> <p>Careers &amp; Guidance Manager attends University Advisers' Conference – ad hoc</p>	<p>Canterbury Christ Church University visit to sport science laboratories (PE/ Sport)</p> <p>MedLink (selected students)</p> <p>UNIFROG</p>	
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