

The Friary School



CAREERS EDUCATION, INFORMATION & GUIDANCE POLICY

Introduction

To ensure that careers education, information, advice and guidance at The Friary School provides all students with the ability to make well informed choices about their future career, training and education pathways.

To ensure that CEAIG provision at The Friary School meets statutory guidance: 'Careers Guidance and Inspiration in Schools: Statutory Guidance for Governing Bodies, School Leaders & School Staff: October 2018'. Note that the guidance refers to sections 42A and 45A of the Education Act 1997.

The Friary School encapsulates its CEIAG responsibilities through specific careers provision as well as a full 'Raising Aspirations' Programme'.

Key Principles

The Friary School has the following key aims for every student:

- For every child to leave The Friary School prepared for their future life and career. The Friary School recognises that the provision of high-quality careers education and advice is key to this.
- For all students to be able to secure the independent careers guidance and support that they need in order to make well informed decisions about their future education, training and employment.
- To provide a clear framework for the provision of outstanding careers education and guidance.
- Longer term, for the school to be in a position to successfully apply for the CEAIG Quality Mark.
- To work with outside agencies, such as Entrust, Work Experience Support Services and the Building Resilient Families team, to ensure that the individual needs of vulnerable students are met.

Statutory Requirements

It is the legal duty of The Friary School to provide independent careers advice for students.

The Friary School has a duty to provide a range of opportunities within our careers education strategies; Eg - employer talks, university visits, mentoring, parent sessions, aspiration work, etc. Careers guidance is statutory from Year 7 onwards.

The Friary School is encouraged to build links with employers, offer high quality work experience and widen access to advice on options available post-16 such as apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional A-Levels and university route.

The Friary School has a duty to work with the Local Authority to identify vulnerable young people, including those with special educational needs and those at risk of not participating post-16, and the services that are available to support them. The school will also provide information to students about the financial support that may be available to help them stay in education post-16.

The Friary School has a duty to *consciously* work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that boys and girls from all backgrounds and diversity groups consider

the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.

OFSTED will take careers guidance into account when judging leadership and management.

The Friary School should measure the effectiveness of our careers and inspiration activity by considering both the attainment and the destinations of our students.

The Friary School develops entrepreneurial skills in students and makes them aware of out of school opportunities to develop skills for their future aspirations.

The Friary School ensures that careers guidance should occur in all curriculum areas.

Key Responsibilities

These statutory requirements mean that The Friary School is expected to:

- To comply with the statutory framework
- To provide all information necessary for completion of the June Guarantee and activity report
- To administer the Participation Plans for Year 11 and to pass them on to Entrust. (NB - Entrust will then ensure that they are passed onto employers or education/training providers)
- To liaise with the independent careers adviser to ensure that vulnerable students on the Risk of NEET (Not in Education, Employment or Training at post-16) Index (RONI) and Pupil Premium students are identified and supported
- To plan and deliver a comprehensive careers education and guidance programme that inspires and informs students

CEIAG Provision

The careers education, information and guidance is provided through a wide range of interventions led by Helen Barratt (Assistant Headteacher - hbarratt@friaryschool.co.uk) and our Careers & Aspirations Team (See Appendix 1) - largely connected to our external careers support, our Raising Aspirations Programme and our pastoral programme provides:

- Careers and aspirations questionnaires
- Careers education and information sessions within assemblies from Years 7-13
- Careers Education sessions led by form tutors as part of the wider tutorial and PSHE programme from Years 7-13
- Careers focus within curriculum lessons
- Careers focus via Focus Weeks; Eg - European Week of Languages, British Food Fortnight, National Careers Week, etc
- Work-related learning is completed by Year 12 students
- Support for Year 9 students with option / pathway choices
- Raising Aspiration Evenings for parents and students - including presentations by school staff, external agencies and directed parent and student research tasks
- Y10 & Y12 mock interviews on set job applications
- SLT and HOH focus meetings with individuals and groups in tutor time slots and ACE Meetings
- Support for Year 10, 11, 12 and 13 pupils in the preparation for college, university,

apprenticeships or other career paths

- Specific additional monitoring, guidance and support - from both school staff and our external careers' advisor - for students identified as being at Risk of being Not in Education, Employment or Training (NEET)
- Opportunities for pupils to attend careers fairs and university visits, etc, with Pupil Premium students and those identified and being at risk of being NEET prioritised
- Invitations into school for businesses, parents and alumni to support events

External Provision of CEIAG

The Friary School employs an independent Careers Advisor for 1 day per week in addition to the employment of a school Careers & Aspirations Co-Ordinator (Faye Bullock - fbullock@friaryschool.co.uk).

In addition, Entrust provision, via Staffordshire County Council, formally includes CEIAG interviews with KS4 Risk of NEET Indicator (RONI) students and data support to monitor post-school pathways.

APPENDIX 1 - KEY STAFF FOR CEIAG (2025-2026)

The following staff have lead roles in relation to CEIAG at The Friary School:

Member of Staff	Responsibilities
Mrs Helen Barratt (HBT) Assistant Headteacher - Post 16 Education	Responsible for strategic leadership of CEAIG & Raising Aspirations Planning and quality assurance of KS3 and KS4 Careers education programme Planning, delivery and quality assurance of Post 16 Careers Education programme Ensure that June Guarantee and activity report information is collected and passed on to Entrust. Monitor and quality assure the provision of bought-in independent advice and guidance services Lead meetings between the SENCO, Student Support Manager and HOH to ensure that all students are having their needs met. Planning, quality assurance and delivery of Post-16 Careers Education programme Planning and quality assurance of work experience for Sixth Form students. Liaison with Faye Bullock (Careers & Aspirations Coordinator) to ensure that Health and Safety documentation is complete
Mr Richard Barnett- Richards (RBS) - Deputy Headteacher	Organisation of Year 9 options and pathways process Provision of training for Year 9 tutors to enable them support their tutees through the options process
Heads of House Shelagh Golder (SGR) Alex Britton (ABR) Hollie Wright (HWT) Jamie Sleigh (JSH)	Liaison with SPS, HOH, SST, SENCO and with independent careers adviser to identify and support students at risk of being NEET Strategic leadership of attendance at PEP meetings and advising careers adviser on the completion ECH plans alongside independent careers adviser (Entrust) Organisation of Year 9 options process in conjunction with RBS
Mrs Amy Jones (AJS) - Head of Sixth Form	Liaison with HOH, SST, SENCO, independent careers adviser to identify and support students at risk of being NEET Attendance at Annual Review meetings Administration of Participation Plans for Y11 students
Giselle Douglas - Independent Careers Adviser	Provision of independent careers advice Provision of data to allow the completion of the June Guarantee and activity report
Faye Bullock - Careers & Aspirations Co-Ordinator	Provision of careers advice Provision of application support and guidance; Eg - universities, apprenticeships, etc Development of external career and progression links

Reviewed By	Full Governors	Implementation Date	Jan 2025	Review Date	Jan 2026
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