Winchelsea School

Guernsey Road

Poole BH12 4LL

Careers Policy			
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Review Cycle	**Annually**	**Review Due**	**October 2027**
Author / Owner	**John Kunzi**		

Winchelsea School Careers Policy Statement including Provider Access Policy Statement

Introduction

Winchelsea 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 Winchelsea School through an extensive personalised careers programme developed from KS2 to KS4 and into 6th form.
- Support pupils in making informed decisions about future pathways which are appropriate to them.
- Provide pupils with experiences in work related learning.
- Develop personal characteristics such as social skills, communication, independent life skills and resilience.
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible.

This policy summarises the statutory Gatsby Benchmark guidance and recommendations.

http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance-2014.pdf

It then outlines the provision of careers education, work experience and provider access.

Statutory Requirements and Recommendations

This policy bears in mind the school's statutory obligation to provide careers guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers_.pdf

The careers provision at Winchelsea School follows the guidance of the 7 Gatsby Benchmark. All career support will focus on the needs of the individual.

Winchelsea will ensure that all pupils have access to training providers.

Careers Provision through the Curriculum

All pupils have access to:

- Future Pathways career provision. This is taught once a week as a discrete lesson and embedded into the ethos of the school.
- 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 7, 8, 9, 10, 11 and sixth form have access to a meeting with advice and guidance from our advisor service (SEND4) to support their future pathways.

Key Stage 3

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS2 and KS3.
- Pupils take part in Enterprise projects throughout the school year.
- STEAM (Science, Technology, Education and Maths) events and projects are a key part of the KS3 curriculum.

Key Stage 4 (in addition to KS3 ongoing provision)

- Annual Reviews held with families and external agencies will support the individual routes into post 16 provision and meaningful work experience opportunities.
- KS4 pupils take part in the Duke of Edinburgh Award.
- Pupils in Year 10, 11, 12, 13 and 14 undertake work-based placements and opportunities to experience life in the community.
- Pupils will follow some units from the Laser accredited pathway.

Key Stage 5 (Post 16 provision)

- Annual Reviews held with families and external agencies will support the individual routes out of post 16 provision and meaningful work experience opportunities.
- Pupils on the academic stream will follow some units from the Laser accredited pathway. Pupils in the supported internship route will have placements on 4 days out of the 5. They will then have the last day based in Winchelsea following a more academic profile.

Work Experience

The overall organisation of work experience is undertaken by the Assistant Head to ensure the most relevant and engaging opportunities are taken. We work closely with an external agency SEND4 to place the students at the appropriate work placement.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information forms are completed.

All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader in liaison with SEND4.

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.

Pupil Entitlement

- Pupils will access information about their accreditation 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, apprenticeships – through our options fayre, assemblies and group discussions and taster events;
- To receive support and understand how to make applications for Post 16 provision.

Management of Provider Access Requests

Procedure:
A provider wishing to request access should contact John Kunzi - Assistant Headteacher and Careers Programme Lead.
Telephone: 01202 746240
Email: J.Kunzi@winchelsea.poole.sch.uk

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	➢ EHCP (education and Health Care Plan) meetings ➢ Life Skills and Functional Skills through Personal Development Plans – assembly and class group opportunities ➢ Enterprise Projects. ➢ Careers Interview		
Year 8	➢ EHCP meetings ➢ Life Skills and Functional Skills through Personal Development Plans – assembly and class group opportunities ➢ Enterprise Projects. ➢ Careers Interview		
Year 9	➢ EHCP meetings ➢ Careers interview with SEND4. ➢ Life Skills and Functional Skills through Personal Development Plans – assembly and class group opportunities ➢ Enterprise Opportunity. ➢ Winchelsea Café		
Year 10	➢ EHCP Meeting ➢ Studying Laser units for accreditation	➢ KS4 attend careers event	➢ Enterprise Opportunity.

	➢ Careers Interview ➢ Bespoke College taster programme – visiting future colleges. ➢ Enterprise Opportunity.	➢ 2 full days Work Experience. ➢ Working with local business ➢ Winchelsea Café	
Year 11	➢ EHCP Meeting ➢ Studying Laser units for accreditation ➢ Careers Interview ➢ Bespoke College taster programme – visiting future colleges. ➢ Enterprise Opportunity. ➢ Complete Applications for Post 16 ➢ ASDAN Personal progress	➢ KS4 attend careers event ➢ 5 full day's Work Experience. ➢ Working with local business ➢ Winchelsea Café	➢ Enterprise Opportunity.
Post 16	➢ EHCP Meeting ➢ Enterprise Opportunities. ➢ Studying Laser units for accreditation ➢ Weekly work experience placement & diary/evaluation ➢ Bourne Hub Community Cafe ➢ Possibility of a supported internship scheme.	➢ EHCP Meeting ➢ Enterprise Opportunities. ➢ Winchelsea Café ➢ ASDAN Life skills challenge ➢ Bourne Hub Community Cafe ➢ Studying Laser units for accreditation ➢ Weekly work experience placement & diary/evaluation	➢ EHCP Meeting ➢ Enterprise Opportunities. ➢ Bourne Hub Community Cafe ➢ ASDAN Life skills challenge ➢ Studying Laser units for accreditation ➢ Weekly work experience placement & diary/evaluation

Premises and Facilities

The school will make the main hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio-visual and other specialist equipment 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with John Kunzi, Careers Programme Lead. This will be made available to pupils and families as appropriate.