



Careers Education, Information, Advice & Guidance Policy

Bexley Grammar School's aim is "to give students the confidence to succeed in whatever they aspire to do in their lives."

The CEIAG (Careers Education, Information, Advice & Guidance) Programme at Bexley Grammar is a key element in attaining this goal; in addition to preparing students for their academic examinations, we ensure that they have the knowledge required to make informed decisions about their future careers.

Aims:

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Take into account the individual needs of all pupils to tailor the programme accordingly and provide the right level of support
- Promote a culture of high aspirations and equality of opportunity

Statutory requirements

This policy is based on the statutory Careers guidance and access for education and training providers from the Department for Education (DfE). This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (England) Regulations 2008

This policy is also in line with the Skills and Post-16 Education Act 2022 (the 'provider access legislation'), which can be found in the Careers section of our website.

Roles and responsibilities:

Our careers leader is Jo Caley-Gardiner and she can be contacted by phoning 0208 298 2313 or email caley-gardiner_j@bexleygs.co.uk.

Our careers leader will:

- Take responsibility for planning and delivering the careers programme and work towards meeting the Gatsby Benchmarks in a meaningful way

- Coordinate and manage careers activities and the budget for these
- Work with the SLT to make sure the careers programme is informed by a strategic careers plan aligned to the school's priorities
- Engage parents and carers through information evenings and presence at Progress Review evenings
- Establish and develop links with external employers, education and training providers, and careers organisations. This includes liaising with alumni to support Careers events
- Use and sequence labour market information (LMI) throughout the careers programme, tailoring it to individual circumstances
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and the SEND team to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans. Attend EHCP reviews for all students during transition periods
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
 - Advise on contextual admissions for University, and educating LAC or post LAC students on financial support available to them in Higher Education
- Evaluate and continuously improve the careers programme, drawing on feedback from all stakeholders and the destinations of pupils
- Review our school's provider access policy statement at least annually, in agreement with our governing board

All above Careers Lead duties are supported by the Headteacher, SLT (including an Assistant Head who oversees the Careers Programme) and a designated member of the Governing body who meets regularly with the Careers Lead to offer advice and support.

Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each young person
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

Our programme doesn't show bias towards any particular institution, education or career path, and promotes a full range of technical and academic options for pupils. We consider the best interests of the pupil to whom the career guidance is given. It is structured in a way that builds upon

previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including designated “Power Days” when the timetable is collapsed and students have specific themed activities including assemblies, information events and conferences. These activities are supplemented by the annual Careers and Universities Fair as well as parent/carer events such as UCAS Information and Work Experience Information evenings.

All students are entitled to impartial careers education, information, advice and guidance to support their personal research and future career planning. At Bexley Grammar School this is provided to students in all school years through:

- careers education as part of the PSHCE programme (including Power days);
- access to up to date careers information via Careers software such as Unifrog
- access to individual information, advice and guidance from the school’s Careers and Higher Education Adviser, and an independent Specialist Careers Adviser;
- and an extensive programme of visits to university and career related events.

Information on other personal, health and financial matters is provided as an integral part of the PSHCE programme.

During Years 7-9, students:

- explore their skills and abilities, investigate a variety of careers, the skills and qualifications needed for them, as well as the lifestyle and financial implications of different choices;
- consider the implications of AI in future careers;
- utilise Unifrog to gain insight into careers;
- look at local labour market information;
- receive guidance and support in choosing GCSE options;
- receive information regarding alternative sixth form options, such as T Levels, BTECs etc

During Years 10 and 11, students:

- continue their exploration of possible career and educational choices both through careers education sessions on Power days and individual or small group careers guidance interviews;
- identify and develop transferable skills through a planned programme of work experience in the autumn term of Year 11;
- are introduced to the possibilities offered by Higher Education, including direct contact with a range of employers and both Further and Higher Education institutions;
- receive unbiased information on the full range of post-16 options available, and are supported in making appropriate choices to suit their individual needs;
- receive information and advice on financial matters.

During Years 12 and 13, students:

- are supported in researching and applying for Higher Education through a programme of tutorial sessions, Power days and individual information, advice and guidance;
- who meet Widening Participation (WP) criteria at Universities - the first generation in their family to attend University, LAC or post LAC students, minority groups or students who

are eligible for pupil premium - are encouraged to apply for WP programs and additional financial support at University;

- who aspire to apply to Oxford or Cambridge, or for the more competitive courses, such as Medicine, Dentistry or Vet Science, are supported by a designated member of staff who deals with all Gifted and Talented students;
- who are interested in alternatives to University, such as Higher and Degree level apprenticeships are offered targeted support and advice related specifically to the application and interview process;
- receive information and advice on financial matters, including applying for loans, grants, scholarships and benefits.

Bexley Grammar has strong links with a number of employers and Universities which have a significant involvement in our careers programme. This includes offering work experience placements for our Year 11 students, delivering lectures and seminars about their field of work or study, supporting students in applications and attending our Careers and Universities Fair.

Our Careers and Higher Education Adviser has used the Gatsby Benchmarks as a basis for planning the careers education for many years, making it a well established and successful programme.

The Bexley Grammar School CEIAG programme is reviewed regularly and at least every two years.

For any queries regarding Bexley Grammar School's Careers programme please contact Jo Caley-Gardiner (Careers and Higher Education Adviser) who has responsibility for CEIAG provision at Bexley Grammar School. Email caley-gardiner.j@bexleygs.co.uk or phone 0208 298 2313.