

## HEXHAM MIDDLE SCHOOL

### Careers Education Information Advice and Guidance (CEIAG) Policy

#### **Rationale**

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 and a place of work:

- Preparing students for the opportunities, responsibilities and experiences of life
- Supporting young people to achieve their full potential
- Empowering young people to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Promoting equality, diversity, social mobility and challenging stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives

#### **Purpose**

Hexham Middle School is committed to career learning and development and it intends to fulfil its statutory obligations. It supports the school's overall vision and is linked to the School Development Plan. Trustees and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum.

#### **Commitment**

Hexham Middle School is committed to providing all its pupils 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 maximise the benefits for pupils by using a whole school approach involving parents, carers, external IAG providers, employers and other local agencies such North East Learning and Enterprise Partnership. HMS is committed to working towards Gatsby benchmarks.

#### **Management**

This area is supported by a link Trustee. A senior leader has strategic responsibility for CEIAG, Mr Freeman-Myers, Associate Assistant Headteacher. The senior leader will ensure staff who deliver CEIAG have access to relevant training. The senior leader will review and evaluate the provision with all stakeholders including young people.

#### **Curriculum Provision**

Pupils in year 5 and 6 develop any increasing awareness of the opportunities available to them in terms of further education, training or the world of work. There is a planned programme of learning experiences with learning outcomes for Year 7 and 8 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

See curriculum provision in Appendix 2.

### **Personal Provision**

Elements of the above will require access to individual information advice and guidance through internal staff; external visitors (specialist face to face careers guidance); and mentors.

We will secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for our vulnerable students. Our pupils with Education Statements are given one-to-one guidance by an Information Advice Guidance (IAG) Personal Adviser.

### **Resources**

The School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser.
- Adequate staffing
- Pupil, staff and parental access to information on request and electronically
- Designated space for individual, group and research sessions.

The CEIAG Coordinator/Careers Leader is responsible for the effective deployment of resources. The school's library is updated annually via the addition or replacement of books, pamphlets. Displays around school in the corridors and in classrooms will promote CEIAG. ICT facilities are available at HMS in computer suites, I-pads and teaching spaces. This enables pupils to access the available interactive websites. These facilities provide opportunities for research into education, training and employment.

### **Partnerships**

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

- universities
- employers and training providers
- parents and carers
- others specific to our school

### **Approval and Renewal**

This policy is reviewed biannually in discussion with staff and external partners and key priorities for action are identified and included in the school improvement plan.

Appendix 1:

## **Provider Access Policy at Hexham Middle School**

### **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**

All pupils in year 8 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 technical courses.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact

**Paul Freeman-Myers (Associate Assistant Headteacher)**, Telephone: 01434 602533 Email: pfmyers@hexhammiddle.org.uk

**Jess Eyre-Tanner (Careers Leader)**, Telephone 01434 602553 Email: jetanner@hexhammiddle.org.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:

Year 8

<b>Autumn Term:</b>	<b>Spring Term:</b>	<b>Summer Term:</b>
<ul style="list-style-type: none"><li>• Assemblies - guest speakers</li><li>• University event</li></ul>	<ul style="list-style-type: none"><li>• National Careers Week – Various events including Careers Fair</li><li>• Careers/Employability in PCHSE (CVs and mock interviews)</li><li>• STEM events</li><li>• Form Time Life Skills</li><li>• Assemblies – Apprenticeships/</li><li>• Enterprise Projects</li></ul>	<ul style="list-style-type: none"><li>• Form Time Life Skills</li><li>• Business games</li><li>• Assemblies – guest speakers</li></ul>

Please speak to our Careers Leader to identify the most suitable opportunity for you.

## Premises and facilities

The school will make the main hall (Fellside), classrooms or private meeting rooms (including libraries) 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 staff coordinating an event. Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception which will be relocated to the school library. The library is available to all students at set points during their timetable and certain lunchtimes.