



Forest Gate Community School

Fly, Grow, Connect, Strive

Careers Education Advice and Guidance Policy

1.0 Forest Gate Community School Mission Statement

Forest Gate Community School is a learning community where our students have high aspirations for themselves and each other. It is our responsibility to ensure that each student feels safe and secure and we are committed to providing a high quality educational experience so that all students can learn successfully. We recognise and share the high aspirations that we believe local families have for their children and we will strive to bring out the best in every child through addressing their unique needs, nurturing their talent and developing their ambition.

2.0 Policy links to School mission, aims and values

All of the work of Forest Gate Community School is intended to support the delivery of our mission statement in full. This policy specifically relates to

- improving student outcomes
- providing for an entitlement to high quality careers advice and guidance which supports student progression beyond KS4
- providing for an entitlement to high quality careers information advice and guidance which supports students to make positive choices for Options at appropriate times
- providing a range of wider careers activities
- supporting students to avoid being not in employment, education or training (NEET)

Priorities for Careers Education, Information, Advice and Guidance (CEIAG) will be identified through a range of information, with due regard given to safeguarding issues, such as:-

- Statutory requirements
- Student progress data
- Our self evaluation processes
- Feedback from students and parents
- Monitoring visits such as Ofsted, internal and external reviews, external consultants and quality standards such as Investors in People
- National and local priorities

3.0 Statutory Framework

The Education Act 2011 - Statutory guidance for schools.

4.0 Purposes

The policy is intended to improve outcomes for students in terms of higher standards of attainment and greater levels of progress.

- To inform and guide students, to support them to make effective decisions about their future.
- To inspire students to achieve through access to work related activities and role models.
- To reduce the likelihood of students becoming NEET post 16.

5.0 Implementation

The school's arrangements for CEIAG seek to balance the effective use of resources with the needs of the school and the range of aspirations and interests of the students.

Roles, Responsibilities and Accountabilities.

The Headteacher and Leadership Group of the school are committed to supporting the delivery of high quality CEIAG

- Gives high priority to the development of CEIAG practice
- Makes explicit the expectation that staff will be reflective practitioners and committed to renewing and refreshing their knowledge and skills
- Demonstrates a commitment to sharing effective , innovative practice and research evidence
- Identifies high quality CEIAG activities that provide value for money and meet the needs of the student
- Enables effective mechanisms for measuring the quantitative and qualitative impact of CEIAG activities on student outcomes.

Role of the CEIAG Co-ordinator

The CEIAG Co-ordinator is line managed by the Assistant Headteacher (AHT) with responsibility for Careers and Work Related Learning who reports to the Deputy Headteacher (DHT) (Student Behaviour, Safety and Community) and the Headteacher. The Co-ordinator's responsibilities are set out in the relevant Job Description.

Recording activities and disseminating effective practice

The CEIAG coordinator is accountable for the efficient and effective dissemination of outcomes from CEIAG activities.

- Records will be kept of all interventions undertaken by staff and will ensure equity of access and involvement
- Systems for effective dissemination of good practice such as feedback to Year teams.
- Monitoring by the AHT
- Feedback from Newham Network Meetings and CEIAG
- Effective dissemination of information from 15 Billion (local authority careers service)

Assessing the Impact of CEIAG

- The annual destinations report
- Student attainment and progress
- Effective option choices
- Completion of college applications

6.0 Links with other policy areas

- This policy links with the following school policies.
- Equality Policy
- Behaviour Policy
- Safeguarding Policy
- SMSC
- Attendance

7.0 Communication

This information will be shared with students, parents and staff at appropriate times via the website, the staff handbook, through Parents' Evenings and appropriate curriculum activities.

8.0 Links with external partners/agencies where relevant

We believe that effective partnership working is key to the implementation of our aims, values and policy aspirations. In particular this policy relates to our working closely with Newham Education Business Partnership, Newham Careers Network and 15Billion.

We will promote our statutory duty to promote future pathways for our students through offering providers the opportunity to advertise their open days and admissions process on our careers notice board and careers section of our website. Interested providers should contact the CIAG coordinator.

Annual Overview

Year 8

- Support for Option Choices
- Careers Information Officer at Options Evening
- Citizenship

Year 9

- Small group mentoring with Careers Information Officer
- External visits to neighbouring secondary school for Drama activities
- University Aspirational Visits
- Careers Information Officers at Parents' Evenings
- Citizenship

Year 10

- Work Experience, Boss Day, Assemblies
- College Visits
- University Aspirational Visits
- Careers Information Officers at Parents' Evenings
- Open day visits to prestigious colleges
- Careers Interviews with 15billion advisor and Careers Information Officer
- Citizenship

Year 11

- Careers Interviews with 15billion advisor and Careers Information Officer

- Careers Information Officers at Parents' Evenings
- Careers Fair
- Lunch time sessions – to complete college application forms
- Sessions for MAS student – completing application forms for prestigious colleges
- One-two-one session – working with potential NEETs
- Meeting with parents including those of potential NEETs
- Updated information on colleges & courses – school website, careers board, prospectus, application forms
- Support & advice in completing college application forms
- Advice and guidance for college applications
- College visitors to assemblies and drop-ins