

Coordinator	Jonny Slater, Assistant Headteacher
Review Frequency	Every three years
Last reviewed	May 2023
Agreed by SLT on	May 2023
Agreed by Governors on	May 2023
Committee	Progress and Achievement Committee
The policy is communicated by the following means	
Governors	Online consultation and at meetings when reviewed and agreed
Staff	Policy folder on the staff shared drive
Parents and Carers	Website
Students	Curriculum Learning Journey, school displays, website and Google Classrooms

Introduction

1 Policy Statement

1.1 Purpose

Careers Education helps young people to develop the knowledge, confidence and skills that they need to make well informed choices and plans that enable them to progress into the next stage of their learning and work, now and in the future. Sarah Bonnell is committed to providing this high quality guidance to young people as part of their personal development as empowered citizens prepared for life in the 21st Century. The 1997 Education Act places a duty on schools to give students in Years 8-11 access to careers education, information and guidance. At Sarah Bonnell, this access is in line with statutory guidance laid out in 'Careers guidance and access for education and training providers' DfE 2023, the National Curriculum programmes of study for PSHCE, and the Gatsby Benchmarks. At Sarah Bonnell CEIAG is known as the 'Futures programme'.

1.2 Commitment and Aims

Sarah Bonnell School is committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11. Through the Futures @ Sarah Bonnell Programme all students are entitled to at least 100 hours of Careers Information, Advice and Guidance from year 7-11. We aim to ensure our CEIAG programme:

- Empowers young people to plan and manage their own futures
- Responds to the needs of each learner
- Provides comprehensive information and advice, including information on technical education qualifications and apprenticeship opportunities

- Aim High: Raises aspirations
- Actively promotes equality of opportunity, inclusion and antiracism.
- Helps young people to progress to the next stage as appropriate

1.3 Links with other policies

It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHCE and Citizenship, enterprise and work-related learning, equal opportunities, the Race Equality Policy, health and safety, disability access and the work experience procedure document.

2 Entitlement Statements

2.1 Students Entitlement

Students are entitled to careers education information advice guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parent(s) or person(s) of parental responsibility. The programme will promote equality of opportunity, inclusion and anti-racism. Teachers and career professionals will support students in a number of ways including:

- Information in lessons, Enhanced Learning Days and assemblies.
- Access to our careers advisors including individual meetings, drop-ins, enrichment activities and on results day.
- Careers information and online careers programmes including Morrisbey.
- Information in the Careers Zone and accessible through the school website and Google Classroom.
- Identifying the needs of students and targeting students who require additional support in their transition as well as early intervention offered to any students at risk of becoming NEET.
- Students will access CEIAG through the curriculum, one-to-one interviews, workshops, enrichment activities, career insight visits, and work experience.

2.2 Parent(s) or Person(s) of Parental Responsibility Entitlement

Parents can access careers support for their child in a variety of ways including:

- Parents evenings, careers fairs, post 16 events and results day.
- Careers information on the school website and links to online careers information such as the National Careers Service, including the 'Get the Jump' campaign.
- Bespoke support from the Year Team and Careers Advisor.

2.3 Provider entitlement

In line with the government's Careers Strategy, Sarah Bonnell provides access to other providers to ensure that all students in Sarah Bonnell are made aware of the pathways and education providers available to them, particularly at key transition points. Providers (Apprenticeship providers, Employers, Colleges, UTCs etc) can access students to promote their programmes in a variety of ways including:

- Enhanced Learning Days
- Visits to Further Education Providers
- Post 16 Fair, Creative Careers Fair, Alumni Event, KS3 and 4 Options evenings
- Contact with our careers lead and careers advisor.

A provider wishing to request access should contact Jonny Slater on 02085346791 or futures@sarahbonnell.net. A separate policy and statement on the school website will provide further guidance

2.4 Equality and Diversity

The careers education and guidance delivery satisfies the requirements of the school's Equal Opportunities Policy. All students, regardless of race, class, gender, faith, special educational need or other protected characteristic have the same access to resources.

3 Delivery of CEIAG Provision

3.1 The Gatsby Benchmarks

The delivery of CEIAG at Sarah Bonnell continues to be monitored against the Gatsby Benchmarks:

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

3.2 Futures Curriculum and the form time programme

The Futures Curriculum includes careers education lessons, careers guidance activities (group work and individual interviews), information in the Careers Zone, work-related learning including experiences of the workplace, action planning and the recording of achievement and target-setting at different times throughout their time at Sarah Bonnell. Careers information and guidance is part of the school's PSHCE and form time programme. The broad focus each year is as follows:

Year 7 → The primary focus is on asking students to reflect about their dreams and goals.

Year 8 → The primary focus is on introducing careers and the vast number of pathways and roles available. They also focus on financial capability, personal finance and linking our plans, aspirations, ambitions and dreams to reality.

Year 9 → The focus will be on self-assessment, career paths and options post 14.

Year 10 → The focus is on experience of the workplace and interview skills.

Year 11 → The focus is on post 16 options and the Application process.

3.2 Monitoring and tracking of young people

Sarah Bonnell School is responsible for tracking and monitoring the progress and intentions of every student, recommending appropriate interventions where necessary. This information includes:

- Intended destinations.
- Actual destinations of Alumni
- High quality individualised support is provided to students with SEND
- The school maintains records of all CEIAG interventions and interviews
- Vulnerable students at risk of becoming NEET are referred to the Local Authority team for additional support

4. Management and Impact of CEIAG Provision

4.1 Management

A named member of staff is responsible for coordinating the careers programme. The Careers Leader works closely with the all support agencies delivering impartial CIAG and is line managed by an Assistant Headteacher. The Assistant Headteacher is responsible for monitoring and evaluating provision and ensuring that the school policy is implemented. Line management meetings are held and minuted every week. Student guidance is managed through the designated CEIAG Leader and Careers Advisor and supported by other impartial agencies. Work experience and Careers Insight Visits are planned and implemented by the Careers Leader.

4.2 Staffing

Tutors deliver careers education through the PSHCE programme of study and the form time programme. Curriculum areas link their learning to careers and post 16 as part of their taught curriculum. The Careers Advisor provides specialist careers guidance on a regular basis in school for the students. Careers information is available in the Careers Resource Room, the Learning Hub and within learning areas as well as on the school website. The school also works with a SEND specialist to support identified students with guidance on career pathways and post 16.

4.3 Partnerships

An annual work experience partnership agreement is negotiated between Sarah Bonnell School and the local *15Billion-ebp* service identifying the contributions to the programme that each will make. Other partnerships include the East London Business Alliance (ELBA), and the Business East Enterprise links with support from an Enterprise Adviser.

ELBA offers students a wide range of opportunities including a range of careers insight visits, career events and termly sessions focused on different Careers. e.g. Women in STEM. The school has also developed the Inspiring Futures programme in partnership with the Financial Conduct Authority. The school also maintains meaningful links with our Alumni through the organisation Future First.

4.4 Budget

Funding will be allocated in the annual budget planning process. The Careers Leader will hold a budget for the delivery of Careers Education Information Advice and guidance. The resources used will include directories, computer guidance packages, and occupational and guidance information.

4.5 Staff development

Staff training needs for the planning and the delivery of the Careers programme will be identified by the Careers Leader in consultation with the SLT member of staff in charge of CPD.

4.6 Monitoring, review and evaluation

A framework for monitoring and evaluating the delivery of the Careers programme is in place. The programme is reviewed annually by the Careers Co-ordinator and the Careers Advisor using the local quality standards for CEIAG to identify desirable improvements and in reference to the Gatsby Benchmarks and the Baker Clause.

Appendix A

Definitions

- CEIAG - Careers Education, Information, Advice and Guidance
- Careers Education - helps young people develop the knowledge and skills they need to make successful choices, manage transition in learning and move into work,
- Careers Guidance - enables young people to use the knowledge and skills they develop to make the decisions about learning and work that are right for them.

Appendix B

Leadership & Management - Named Contacts

Jonny Slater

jonny.slater@sarahbonnell.net

Careers Lead and Assistant Headteacher

Elizabeth Aylott

elizabeth.aylott@sarahbonnell.net

Careers Lead and Advisor

Appendix C

SB Futures Programme

Careers Programme	Description of Activities / Programmes	Link to Gatsby Benchmarks
Futures activities available to all Year Groups	<p>Creative Careers Fair: The event provides an inclusive platform within the community of Newham that helps students and parents/carers to navigate their way through a diverse range of creative pathways, making more visible the entry points and the next steps. The event hosts market stalls from Further Education Colleges, Universities, Sarah Bonnell alumni and creative professionals from a number of careers within the creative industries. Speakers talk to students and parents about their experiences within the creative subjects and careers.</p> <p>Careers Zone Drop-in sessions Drop-in sessions give students the opportunity to speak to the Careers Adviser about any career related query, a great starting point to help students identify the most useful resources or other appropriate careers support.</p> <p>STEAM Week: An opportunity for students to participate in exclusive events delivered by local businesses and organisations that explore the fascinating worlds of science, technology, engineering, arts and maths. This event inspires students to broaden their horizons and develop an appetite for success in the STEAM industries.</p>	<p>2. Learning from career and labour market information. 4. Linking curriculum learning to careers 5. Encounters with employers and employees 7. Encounters with further/higher education</p> <p>3. Addressing the needs of each pupil 8. Personal guidance</p> <p>1. A stable careers programme 2. Learning from career and labour market information 4. Linking curriculum learning to careers 5. Encounters with employers and employees 7. Encounters with further/higher education.</p>
Inspiring Futures Years 7-11	<p>Dreams, goals and Aspirations</p> <p>Inspiring Futures Financial Conduct Authority: The programme aims to build skills, confidence and resilience in young people. The FCA delivers school based activities, events, and focuses on young people as they transition from primary to secondary schools.</p>	<p>1 A stable careers programme 2. Learning from career and labour market information 3. Encounters with employers and employees 6. Experiences of workplaces</p>

<p>Skills to Succeed Years 8/9</p>	<p>Self-Assessment, Opportunity Awareness</p> <p>Tenner Challenge: This programme provides a highly interactive way for Year 9 students to develop key skills including creativity, resilience and problem solving using real money to take calculated risks in business. Students are pledged ten pounds and have one month to set up a business, coming up with a business idea of a product or service they can sell and gain first-hand experience of what it is like to be an entrepreneur.</p> <p>Dragons Den: This is a great opportunity for Year 9 students to gain an understanding of how to start a business and gain confidence in presenting and teamwork. The programme gives an opportunity to pitch a business idea to a team of business leaders and undertake a number of activities to help build up a suite of materials to assist with producing a business plan.</p> <p>Careers Junction: This is an opportunity for students to hear from relatable professional role models, volunteers from ELBA's member companies, and talk to students about their journey since leaving school, their current career and the sector in which they work. This is a fantastic way for young people to be inspired and educated about their life post school.</p> <p>Year 9 Pathways Parents/Carers Evening: This event provides students and parents/carers with the information needed to make successful option choices. An opportunity to collect information on the subjects available, gain advice on how to select the right choices, understand the timeline and understand where to seek further advice from.</p> <p>Careers Guidance to support Year 9 Pathways: Individual interviews support students with developing the knowledge, confidence and skills to make well informed decisions regarding GCSE options.</p>	<p>1.A stable careers programme 4. Linking curriculum learning to careers</p> <p>1.A stable careers programme 2. Learning from career and labour market information 5.Encounters with employers and employees 6. Experiences of workplaces</p> <p>1.A stable careers programme 2. Learning from career and labour market information 5.Encounters with employers and employees</p> <p>3. Addressing the needs of each pupil 8. Personal guidance</p> <p>3. Addressing the needs of each pupil 8. Personal guidance</p>
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<p>Discovering Your Potential Year 10</p>	<p>Self-Awareness, Opportunity Awareness, Developing Employability Skills</p> <p>Boss Day: Buildings Opportunities and Skills Seminar provides students with an insight into the competitive labour market and prepares them for future job application processes. Trained volunteers and professional actors equip students with the skills they need when entering the world of work.</p> <p>Mock Interviews: Business volunteers have been trained to conduct one to one interviews with students. This is a straightforward opportunity for students to practise and develop interview skills, often for the first time. They are given personalised feedback so they can tackle future interviews for work experience, college, sixth form, apprenticeships, university and eventually a job.</p> <p>Career Insight Visits: A Career Insight Visit gives students an insight into the corporate world. Students are given the opportunity to visit a company in the City or Canary Wharf and learn more about the different career roles in a corporate environment.</p> <p>Careers Advice at parents/carers evening: An opportunity for students and their parents/carers to get advice and guidance about their future career plans.</p> <p>Careers Guidance Support: Individual career interviews to help students to develop the knowledge, confidence and skills they need to make well-informed, thoughtful choices and plans for their future.</p>	<p>1.A stable careers programme 5.Encounters with employers and employees</p> <p>1. A stable careers programme 2. Learning from career and labour market information 5. Encounters with employers and employees</p> <p>1.A stable careers programme 2.Learning from career and labour market information 5.Encounters with employers and employees 6.Experiences of workplaces</p> <p>3.Addressing the needs of each pupil 8.Personal guidance</p> <p>3.Addressing the needs of each pupil 8. Personal guidance</p>
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<p>Taking the Next Steps Year 11</p>	<p>Focusing Goals and Choosing Destinations</p> <p>Personal Statement Support: Completing Personal statements where students will document their strengths, achievements and share career aspirations. It is a chance for them to articulate why they want to study a particular course or subject. This will support their application to sixth form, college or an apprenticeship scheme.</p> <p>Post 16 Careers Fair: The opportunity for sixth form/college and apprenticeship recruiters to meet students and interact in person. It gives students the chance to be inspired and informed about courses, further education programmes and apprenticeships.</p> <p>Post 16 Sixth Form/College and Apprenticeship talks: A marvellous opportunity for students to be better informed regarding post 16 options. The staff delivering the talks have a wealth of knowledge about subjects, courses and apprenticeships and can also talk about finance, student support and enrichment activities. Often they get the chance to meet current students so they get a good idea of what life is really like at sixth form/college or on an apprenticeship.</p> <p>Alumni Talks: One of the main advantages of inviting alumni to return as speakers is that they are not a stranger returning from a particular profession but they are a former student discussing their life after Sarah Bonnell, it has such a great impact as students can see themselves in the alumni. Our Alumni have a wealth of experience and skills to share, they raise awareness and aspirations and give confidence to students to look out beyond into the wider world. Our Alumni represent a good selection of industries and roles, all our speakers have been fantastic and it has been invaluable to hear about the successes of the speakers but also to hear about their setbacks and failures and how due to resilience they overcame issues and achieved great success.</p> <p>Careers Advice at parents/carers evening: An opportunity for students and their parents/carers to get advice and guidance about their future career plans.</p> <p>Careers Guidance Support:</p>	<p>1.A stable careers programme 3.Addressing the needs of each pupil</p> <p>1.A stable careers programme 2.Learning from career and labour market information 5. Encounters with employers and employees 7.Encounters with further/higher education</p> <p>1.A stable careers programme 2.Learning from career and labour market information 5.Encounters with employers and employees 7.Encounters with further/higher education</p> <p>1.A stable careers programme 2.Learning from career and labour market information 5.Encounters with employers and employees 7.Encounters with further/higher education</p> <p>3.Addressing the needs of each pupil 8.Personal guidance</p> <p>3.Addressing the needs of each pupil 8.Personal guidance</p>
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	Individual career interviews to help students to develop the knowledge, confidence and skills they need to make well-informed, thoughtful choices and plans for their future.	
Inspiring the Next Generation Post 16 and Beyond	O'Brian Family Scholarship Future First Alumni Programme Scholarships to Cheltenham Ladies College and Queens College London.	