

POLICY DOCUMENT

Stratford-upon-Avon School is a company limited by guarantee, registered in England and Wales under number 7690776, whose registered office is Stratford-upon-Avon School, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9DH

Policy Title	CEIAG POLICY
Policy Reference	SUAS.SCHOOL.09.24.CEI

DISCLOSABLE UNDER FREEDOM OF INFORMATION ACT 2000	Yes / No:	No
TO BE PUBLISHED ON WEBSITE	Yes / No:	Yes

PROCEDURE OWNERSHIP	
Governor Committee:	Link Governor for Careers - Elaine Rowlands
Department responsible:	Careers
Post-holder: <i>(Title and Name)</i>	Careers Leader - Helen Waldram-Tingling
LINKED POLICY REF:	
Responsible Person - Policy	SLT Luke Bolton

PROCEDURE IMPLEMENTATION DATE:	Sept 2024
PLANNED REVIEW INTERVAL:	3 Year
PLANNED NEXT REVIEW DATE:	Aug 2027

Stratford-upon-Avon School welcomes comments and suggestions from the public and staff about the contents and implementation of this policy. Please write to the Compliance Manager at the school address or email your comment to policy@stratfordschool.co.uk.

***i.* POLICY OUTLINE**

CEIAG

This policy outlines the schools' approach to Careers Education, Information, Advice and Guidance (CEIAG) and its role in inspiring students.

ii. PURPOSE

This policy is written to ensure that statutory requirements are met and that input is evaluated, improved and accounted for. Students should be able to develop the knowledge, skills and attitude they need to manage their own life-long-learning and career development.

iii. IMPLICATIONS OF POLICY

Failure to deliver the statutory requirements has implications on the assessment of the school and on learner outcomes.

iv. EQUALITY ANALYSIS

This is a requirement under the Equalities Act 2010, and demonstrates that in implementing the policy no particular group will be disadvantaged, or has failed to be considered.

v. CONSULTATION

Consultation will be with relevant stakeholders, prior to presentation for approval by the Senior Leadership Team (SLT)

vi. PROCEDURE

- Delivery of the CEIAG programme will be assessed against the policy and national guidelines annually
- The school is committed to the provision of independent and impartial CEIAG for all students, which is delivered in their best interest and differentiated for individual needs.
- The programme will be delivered in partnership with a variety of organisations to ensure a broad range of experiences

vii. RELATED POLICIES AND PROCEDURES

This policy document should be read in conjunction with other documents including, but not limited to:

- Provider Access Policy
- Equality and Cohesion Policy
- Curriculum Policy
- Pupil Premium Policy

viii. DOCUMENT HISTORY

The policy will be subject to regular review once ratified by the Governing Body.

The history of the policy will be recorded using the chart following:

Date	Author /Reviewer	Amendment(s)	Approval/ adoption date
March 2014	DWa/NW	Created	March 2014
2021	DWa/NW	Statutory duty update	July 2021

Statement

CEIAG is integral to the ethos of the school: 'Engage, Enthuse, Inspire', and as such extends into the whole experience of students in the school.

From Year 7 to Year 13, students will have access to information around options, careers, employability skills and the world of work.

This policy ensures that students receive this information in a timely and relevant manner and that it is supported by independent access to a programme of targeted intervention, curriculum activities or drop-in services.

Access

Students are made aware of the existence of this policy and have open access to it. It can be found online on the school website under Policies.

All staff are made aware of the contents and purpose of this policy.

This policy is reviewed and updated every 3 years. In addition to this the policy may be revised annually in response to feedback from students, staff, external organisations and any new national guidelines.

What students can expect from us

- An embedded careers development and education programme that provides access to current, accurate and impartial Information, Advice and Guidance. This being available for all students to support them in making informed choices about their progression options, which will:
 - a) be presented in an impartial manner
 - b) include information on the full range of post-16 and post-18 education and training options, including apprenticeships and T-levels
 - c) promoted in the best interests of the students to whom it is given

We will:

- Promote inclusion, challenge stereotyping and promote equality of opportunity.
- Offer additional targeted support for vulnerable students, including Pupil Premium and SEND.
- Offer opportunities to develop enterprise and employability skills fit for the global economies of the 21st Century

Provider Access (there is a separate Provider Access Policy linked to this document)

All pupils in years 7 -13 are entitled:

- to find out about technical education, qualifications and apprenticeship opportunities, as part of a careers programme that 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, group discussions and taster events
- to understand how to make applications for the full range of academic and technical courses

We work in partnership with:

- Alumnae who come into school to enthuse and inspire students
- Local and national industry and business leaders who are involved in aspirational and employability days, curriculum projects, work experience shadowing and placements
- Institutions of Further and Higher Education

- Parents and carers to exchange information, enriching the Careers Education and Guidance programme by contributing to careers education where appropriate, and helping to evaluate the provision.

These partnerships are maintained by means of local area network meetings through the Careers Enterprise Company Warwickshire Careers Hub; relevant information sharing about career opportunities, invitations to talks, and participation in careers events through email, the school's website and parent bulletins

Career Programme

- A planned schedule of careers education delivered as part of the school's SPHERE programme, as well as additional activities including careers talks, taster days, workshops, masterclasses, educational visits, the annual Higher Education and Careers Fair
- Opportunities to access appropriate information in a range of formats, including online and printed information
- To provide students with personalised advice and guidance on an individual basis
- To encourage students to experience the world of work and to have employer encounters during their time at school
- Support the recording of achievement through action planning, personal statements, CVs, UCAS applications, apprenticeship applications, job applications and college applications

Resources

Current resources include:

- Two dedicated members of Careers staff (FTE 1.8) fully qualified to Level 6/7, available to students
- Access to Unifrog and associated resources
- Up-to-date careers resources with a broad range of information (both physical and online) including books, posters, HE and FE prospectuses, half-termly online careers bulletin and specific handbooks including Oxford and Cambridge, Degree Course Offers, Not Going to University, The Apprenticeship Guide

Management of provider access requests

A provider wishing to request access should contact, Helen Waldram-Tingling, Careers Leader

Telephone: 01789 416 651 Email: admin@stratfordschool.co.uk