



Careers Policy (Whole School)

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I. Policy statement

Woodbridge School provides Careers Education, Information, Advice and Guidance in line with Government guidelines, informed by the 8 Gatsby Benchmarks. These are:

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

Woodbridge School ensures that pupils receive age-appropriate guidance, education and access to opportunities, so that they learn to develop and identify their own individual skills and interests throughout their time at the school and can make informed choices about their future.

At Woodbridge School Prep we aim to prepare pupils for life after education. This is achieved through our balanced curriculum which embraces our CLICK values of Communication, Leadership, Initiative, Collaboration and Kindness. Teachers link curriculum learning with careers in lessons and subject assemblies enable the children to; develop an understanding of different career paths and challenge stereotypes. Pupils in Year 6 enjoy a varied careers programme led by parents who volunteer to talk about their career paths and how the skills we teach at school are necessary to thrive in the workplace.

At the Senior School each pupil is treated as an individual and given access to both independent, impartial advice, as well as access to internal careers staff. Independent careers advice is received through the careers fair, visiting speakers, visits and online resources, Morrisby and Unifrog.

The school has a specific Careers Channel set up in Microsoft Teams, with a wide variety of resources, including general careers, universities, apprenticeships, gap years as well as sector and subject specific resources and labour market information. Year group specific information and opportunities are shared here on a regular basis.

Events are arranged to ensure pupils have awareness of the many pathways they could pursue, along with opportunities to speak with professionals. This is done through:

- PSHCEE talks,
- Our Careers Fair
- Local university fairs and visits
- Careers Assemblies
- Co-curricular clubs and societies, e.g. MedSoc, UCAS help, Young Enterprise
- GCSE and A Level Options events
- Parent's Evening on UCAS process

2. Access of Providers to Pupils

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 are outlined below. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

A provider wishing to request access should contact Stuart Richardson, Head of Careers at careers@woodbridgeschool.org.uk or 01394 615 000.

Premises and Facilities:

The school will make the Dome, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or relevant staff. Providers are welcome to leave a copy of their prospectus or other relevant course literature, which will be distributed as appropriate. Electronic resources can be shared via the school platform Microsoft Teams which is available to students.

3. Work Experience

Work experience operates on a two-tier system:

- Tier One – OWs with OWs:
No health and safety measures needed as everyone has left school. This is simply a way for them to gain from each other's experiences. The OW Network may be used.
Work experience is organised externally by parents or OWs.
- Tier Two – OWs/parents and current pupils over the age of 16 :
We can provide contact details for the benefit of current students. No work experience is implied – it is simply a way to introduce current students to OWs who are working within a profession in which they show an interest. This enables the students to ask pertinent questions and establish connections. This could be via phone, email or in person depending on what is needed and possible. Again, this is only with students over 16.

4. Further Information

Our students will feedback on their experience of the careers programme at the end of Year 11 and 13. This, along with destination data and information from previous leavers, will allow us to fine-tune and adjust the programme.

Our future development of the careers department, aims to bring employability skills to the forefront and enabling students to leave Woodbridge School with knowledge of what these are, how to showcase them and how to research different future options.

Once a student has been with us in Sixth Form, they are eligible to return for our life-long careers advice, especially help with UCAS applications post A Level.

5. Compliance and Monitoring Arrangements

This policy will be subject to a thorough review process including consideration at the Education Committee on an annual basis. This will ensure that practice across the Senior School is inline with this policy, the Complaints procedure and with current guidance and legislation.