



Careers Policy (Whole School)

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I. Policy statement

Woodbridge School provides Careers Education, Information, Advice and Guidance (CEIAG) 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 independent, impartial advice, as well as to internal careers staff. Independent careers advice is received through 1:1 careers meetings, the careers fair, visiting speakers, visits and online resources, and Unifrog.

The school has a specific Futures & Careers SharePoint, with a wide variety of resources, including general careers advice, universities, apprenticeships, gap years as well as sector and subject specific resources and labour market information. Students are also provided with a weekly careers' newsletter, detailing opportunities available.

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:

- PSHE talks,
- Careers Fairs
- Local university fairs and visits
- Lunchtime Career Talks
- Co-curricular clubs and societies, e.g. MedSoc, Careers Explorers, Young Enterprise
- GCSE and A Level Options events

2. Access of Providers to Pupils

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

All pupils in Year 11 to Year 13 are entitled to :

- find out about apprenticeship opportunities, as part of a careers program which provides information on the 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 apprenticeships through our careers fair and lunchtime talks.
- to understand how to make applications for apprenticeships and universities.

A provider wishing to request access should contact Sharon Stafford, Careers Advisor at sjstafford@woodbridgeschool.org.uk or 01394 615 199.

Premises and Facilities:

The school will make the Dome, classrooms, or Science Lecture Theatre 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 Careers Advisor 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

The purpose of work experience is to provide students with structured, short-term placements within industry or other relevant employment environments, such as healthcare or professional services. These placements are designed to broaden students' understanding of the world of work, enhance their awareness of potential career pathways, and inspire them to make informed decisions about their future aspirations.

The school communicates a range of work experience opportunities to students, including company schemes that require direct applications, as well as work-related taster days and similar initiatives. Participation in such opportunities is a decision for the individual student; however, the school actively encourages engagement, whether to explore personal interests or to gain relevant experience in preparation for specific career pathways such as Medicine, Dentistry, Law, or Veterinary Science.

In-person work experience opportunities are typically self-arranged placements, enabling students to take responsibility for securing relevant experiences within their chosen areas of

interest. In addition, students are encouraged to complete virtual work experience from Year 11 onwards to further develop their skills and understanding of the workplace.

4. Further Information

Students are encouraged to join the Old Woodbridgian (OW) Network upon leaving the school at the end of Year 13. This network enables the school to maintain engagement with former students and draw upon their experiences to provide valuable insight into life beyond school, thereby supporting and inspiring current students in their future choices. Students provide feedback on their experience of the careers programme at the end of Year 11 and Year 13. This feedback helps the school evaluate the effectiveness of its provision and identify areas for further development.

Feedback from students, alongside destination data and information from previous leavers, is used to refine and enhance the careers programme. Destination data is collected annually to record the next steps of each student at the end of their full-time education at the school, including progression to higher education, apprenticeships, gap years, and employment.

The future development of the Careers Department aims to place employability skills at the forefront of provision, ensuring that students leave Woodbridge School with a clear understanding of these skills, the ability to showcase them effectively, and the knowledge to research and evaluate a range of potential future pathways. Once a student has completed their time in the Sixth Form, they remain eligible to access the school's lifelong careers advice, including support with UCAS applications and guidance beyond A Levels.

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 in line with this policy, the Complaints procedure and with current guidance and legislation.