



# St Peter's School YORK

## **Careers Education & Guidance Policy**

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(inc. Careers Provider Access Policy)

**St Peter's School, York**

October 2020

St Peter's School, York comprises of St Peter's 2-8 (for pupils aged 2 to 8 years), St Peter's 8-13 (for pupils aged 8 to 13 years) and St Peter's 13-18 (for pupils aged 13 to 18 years), collectively referred to in this policy as the School unless otherwise stated.

The purpose of the School's career education and guidance is to promote a programme of support, guidance and activities for all pupils of secondary age, with the following aims:

- to conform to guidelines relating to the provision of independent and impartial advice and guidance to pupils from J4 to Upper Sixth, and beyond their time at St Peter's;
- to enable pupils to manage key transition stages and make informed choices about their future, especially providing advice to help pupils choose GCSE and post-16 courses;
- to provide impartial advice which enables pupils to make informed choices about a broad range of careers options, and which generally helps to encourage pupils to fulfil their potential;
- to seek to raise aspirations and improve motivation;
- to encourage pupils to make choices which match their individual skills, abilities and interests;
- to provide an educational resource that complements the aims and ethos of the school, in line with school policies.

The School's careers guidance will be presented in an impartial way. This is defined as showing no bias or favouritism towards a particular education or work option. The guidance will enable pupils to make informed choices about a broad range of options, and include timely advice to help pupils choose GCSE and post-16 courses.

The guidance will help to encourage pupils to fulfil their potential. To this end, the School's careers education will enable pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; have some work experience; and gain information about training, education and occupations beyond school.

The School will consciously work to prevent all forms of stereotyping in the advice and guidance they provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes.

The School will:

- help pupils to develop self-awareness to enable them to understand their strengths, abilities and interests;
- develop pupils' knowledge, understanding and experience of opportunities in education, training and employment, in order to give them the skills to make informed decisions when important choices have to be made;
- enable pupils to undertake work experience opportunities to increase their knowledge and understanding of the workplace as well as to develop transferable skills;
- organise activities, talks and events to increase pupils knowledge of careers and opportunities;
- provide specific advice and assistance with applications to higher education both in the UK and overseas and to employment and training schemes including interview practice
- ensure good, age-appropriate resources are available through a variety of media;
- involve parents and carers in careers events and discussions.

Careers advice and guidance is delivered independently, through the tutorial system and through parent and pupil meetings. A significant amount of advice is also given in one to one meetings with pupils

Pupils in Years 7/8 (J4/5) at St Peter's 8-13 tackle areas related to careers advice and guidance through the PSHEE programme. Pupils are introduced to the Careers Department on entry to St Peter's 13-18 in the Third Form and contact is maintained and developed through each successive year. Work experience is introduced in Fifth Form and it is expected that all pupils will undertake some work experience during their Sixth Form. A full list of upcoming and recent events for pupils and parents is included in the regular Careers Newsletters.

## **St Peter's School: Provider Access Policy**

### **Introduction**

This policy statement sets out 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. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All pupils in Years 8-13 are entitled:

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

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact:

Joy Loftus, Head of Careers  
Telephone: 01904 527400  
Email: [j.loftus@stpetersyork.org.uk](mailto:j.loftus@stpetersyork.org.uk)

#### **Opportunities for access**

A number of events, integrated into the school's careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. The school calendar varies from year to year, so the provider should contact the person named above to find out about the most suitable opportunity for them. In addition, we run an annual Apprenticeship Evening and Futures Fair, to which we welcome and encourage providers of technical education and apprenticeships to attend.

### **Premises and facilities**

There is a variety of classrooms and spaces on campus that can be utilised for provider access, as appropriate to the activity. We have IT facilities available for providers to use, and we welcome the provision of relevant leaflets and resources that can be shared with our pupils and parents, which we can leave in our Careers Library.

<b>Authorised by</b>	The Head Master
	October 2020
Next Review	Christmas Term 2022