

# DOVER GRAMMAR SCHOOL FOR BOYS



## Careers Programme Information and Provider Access Policy

<b>Date Reviewed:</b>	<b>May 2019</b>
<b>Date of Next Review:</b>	<b>May 2021</b>

### Introduction

This document sets out the **school's Careers programme information**. It also contains details of the **arrangements for managing the access of providers** to pupils at the school for the purposes 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.

### Student entitlement

Students 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.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

### Management of provider access requests

The following information sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer.

### Procedure

A provider wishing to request access should contact Julia Freeland, Careers Lead.

Telephone: 01304 2060117; Email: [jfreeland@dgsb.co.uk](mailto:jfreeland@dgsb.co.uk)

## Granting and refusing access

Permission will need to be granted before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Research must be done to ensure the person/organisation has not demonstrated extreme views/actions.

## Safeguarding

The schools safeguarding/child protection policy outlines the school's procedure for checking the identity of visitors. All outside agencies including education and training providers will be expected to adhere to this policy. Please see refer to our safeguarding policy for further details.

## Premises and facilities

The school will aim to make the main hall, 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers room, which is managed by the careers lead. The careers room is available to all students at lunch and break times.

## Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

## A Summary of the Careers Programme

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Pupils to participate in planning and running their own 'Charity Stall' as part of Y8 Charity Day. Pupils should research charities, advertise, access payment requirements, liaise with Finance and manage a float.	Options assemblies leading up to 'Options Evening'. Each subject to deliver to Y8 on the 'career prospects' involved with their GCSE.  KS4 options event. Independent careers advice present for this as well as opportunities for students to have one to	

	Autumn Term	Spring Term	Summer Term
		one careers meeting with external agencies.	
<b>Year 9</b>	External speaker from local industry talking about career options/ apprenticeships.	Pupils to participate in planning and running their own 'Charity Stall' as part of Y9 Charity Day. Pupils should research charities, advertise, access payment requirements, liaise with Finance and manage a float.	Lessons in PSHE reflecting on life skills and researching careers
<b>Year 10</b>	External speaker from local industry talking about career options/apprenticeships	Pupils to participate in planning and running their own 'Charity Stall' as part of Y10 Charity Day. Pupils should research charities, advertise, access payment requirements, liaise with Finance and manage a float.  Lessons in PSHE reflecting on life skills and researching careers	Introduction to 'Uni Frog' website as a tool to help develop a career plan.
<b>Year 11</b>	UCAS Progress– assembly on how to apply for post 16 courses  PHSE- Careers topic in Term 2  Post 16 evening	One to one meeting with Director of Key Stage 5 to discuss post 16 plans.  Meeting available for all students with independent careers information provider.  CXK attend parents evening to give advice to parents and students.	Post 16 taster sessions in Induction week  Director of Key Stage 5 and team provide extra support to students considering moving from DGSB or at risk of not achieving published entry requirements.
<b>Year 12</b>	Review of courses chosen for post 16.	Small group sessions: Work experience placement planning.	Small group sessions: UCAS, future education, training and employment options covered in tutor

	Autumn Term	Spring Term	Summer Term
	Introduction to 'Uni Frog' website as a tool to help develop a career plan.		<p>sessions and enrichment time.</p> <p>UCAS Higher Education Fair</p> <p>Meeting available upon request for students with CXK for independent careers advice.</p>
<b>Year 13</b>	<p>Small group sessions to cover:</p> <p>UCAS, Apprenticeships, Jobs and other options following the 6<sup>th</sup> form.</p> <p>Student Finance assembly.</p>	<p>Small group sessions to cover:</p> <p>UCAS, Apprenticeships, Jobs and other options following the 6<sup>th</sup> form.</p> <p>Meeting available upon request for students with CXK for independent careers advice.</p>	<p>Small group sessions to cover:</p> <p>UCAS, Apprenticeships, Jobs and other options following the 6<sup>th</sup> form.</p>

Please speak to Julia Freeland to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

### Measuring and Assessing the Impact of the Careers Programme

The school's careers programme is measured and assessed through the use of Compass careers benchmark tool which helps evaluate the careers activity against the eight benchmarks of best practice – known as the Gatsby Benchmarks. The careers programme is monitored regularly and students' feedback is actively sought through PSHE and form time activities.

### Approval and review

Approved on 14<sup>th</sup> May 2019 by Governors at Curriculum and Standards Committee

Next review: May 2021

Signed: Mr Les Craggs, Chair of Governors

Mr Philip Horstrup, Headteacher