



# Hellesdon High School & Sixth Form Centre

Enjoy | Achieve | Succeed


Hellesdon High School  
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## Careers, Education, Information, Advice and Guidance (CEIAG)

This policy was approved by the Local Advisory Board on:-	06 February 2026
The policy owner is:	Victoria English
This policy will be reviewed by the Local Advisory Board in: (unless earlier review is recommended by the Trust)	February 2027
Policy Version:	V4
Signed by the Chair of the Local Advisory Board:	
Ratified by the Board of Trustees	N/A Local Policy
Signed by the Chair of Trustee Board	N/A Local Policy

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FOR CHILDREN, FAMILIES AND COMMUNITIES

## **Introduction**

Careers Education, Information, Advice and Guidance (CEIAG) programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14–19 pathways that suits their interests and abilities to help them follow a career path and sustain employability throughout their working lives. Students are all able to achieve but can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them in the future. We will continue to review, monitor and evaluate our CEIAG offer by speaking and listening to firstly our students, parents/careers, staff and our external partners.

Careers Education, Information, Advice and Guidance (CEIAG) at Hellesdon High School is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEIAG is impartial and unbiased.

## **Policy Statement**

Hellesdon High School and Sixth Form is committed to providing our students with a programme of Careers Education, Information, Advice and Guidance (CEIAG) for all students from Years 7–13. We endeavour to follow the National Framework for CEG 11–19 in England (DfES, 2015), The Government Careers Strategy (DfES, 2018), including the updated Provider Access Legislation (DfES, 2023) and other relevant guidance from GATSBY Benchmarks and Ofsted as it is published.

## **Aims and Objectives**

- To contribute to strategies for Raising Achievement, especially by increasing motivation.
- To support Inclusion, challenge stereotyping and promote equality of opportunities.
- To encourage participation in continued learning including Higher Education and Further Education.
- To develop Enterprise and Employment Skills.
- To reduce drop-out and course switching within Education and Training.
- To contribute to the economic prosperity of individuals and communities.
- To meet the needs of all our students through appropriate differentiation.
- To focus students on their future aspirations.
- To involve Parents/Carers
- To involve and work with external partners such as employers and providers to provide a rounded experience for students.

## **Moral and Values Framework**

The Careers Programme at Hellesdon High School reflects the School ethos and demonstrates and encourages the following values:

- Ready, for dealing with the complex issues found within an ever-changing world.
- Respectful, of their self-identity and of others within the school and the wider community;
- Safe, in their everyday choices and encounters both off and online.

## **Equal Opportunities Statement**

The School is committed to the provision of Careers Education to all of its students. The programme aims to respond to the diversity of students' cultures, faiths and family backgrounds. Equal time and provision

is allocated for all groups, but there may be occasions where students with Special Educational Needs are given extra support from SEND staff.

We offer high quality, impartial careers guidance that helps pupils to make informed choices about which courses suit their academic needs and aspirations. They are prepared for the next stage of their education, employment, self-employment or training. Pupils understand how their education equips them with the behaviours and attitudes necessary for success in their next stage of education, training or employment and for their adult life.

Hellesdon High School is committed to Careers education as a vital means of giving all students the skills, knowledge and understanding to manage their own lifelong learning and career development. Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. Careers education will both complement and integrate with the PSHRE, tutor and assembly programmes. Emphasis will be upon impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

Hellesdon High School employs an independent careers advisor to enable us to fulfil our impartial careers guidance statutory responsibilities.

### **Organisation**

Careers will not be delivered in isolation, but firmly embedded in all curriculum areas and our pastoral programme. At Hellesdon High School the main subject content will be delivered in PSHRE lessons in all years. This will ensure a coherent spiral curriculum.

Careers will normally be delivered by specialist teachers in mixed ability gender groups. Teaching and learning methods are consistent with the wider policy of the school and Social Sciences department.

Other appropriate and suitably experienced and/or knowledgeable visitors from outside school may be invited to contribute to the delivery of Careers in school. There is a code of practice for using visitors to support the delivery of Careers:

- Visitors are invited in to School because of the particular expertise or contribution they are able to make;
- All visitors are familiar with and understand the School's Careers policy and work within it;
- All input to PSHRE lessons is part of a planned programme and negotiated and agreed with staff in advance;
- All visitors are supervised/supported by a member of staff at all times;
- The input of visitors is monitored and evaluated by staff and students. This evaluation informs future planning.

Evaluation of the Careers Programme is conducted using a variety of quality assurance measures, which have been built into the programme. These include, but are not exclusive to: student, teacher and parent/carer voice; learning walks and lesson observations; work scrutiny and knowledge assessments. We also regularly self-evaluate our whole programme against the 8 Gatsby Benchmarks using Compass+ and with support from the Norfolk and Suffolk Careers Hub. Teachers will also be required to keep their own personal evaluation of each lesson which may be used by the Head of PSHRE and the Careers Lead to inform future planning.

Liaison procedures are already in place with the main feeder schools in the area. Discussions on Careers are included.

CPD is delivered regularly in order to ensure all staff are knowledgeable regarding the current destination of students and local labour market information. Staff are also encouraged to access appropriate training and support to help them deliver effective Careers Education.

### **Key Staff**

**SLT Lead for Careers:** Vaughan Stevenson

**Careers Leader:** Victoria English

**Careers Adviser:** Rosie Warnock

### **Parents and Carers**

The important role of parents/carers in the whole careers process is recognised as vital. Parents/carers can attend a careers appointment with our independent careers advisor. They can also attend option evenings and information/guidance meetings regarding post-16 options.

Parents have access to the careers section of our Academy website and are informed of our entitlement through letters. Parents are informed of the latest careers guidance and events through our school newsletter. This includes upcoming careers trips and working lunch speakers. Parents are also invited to take an active role in the careers programme through outreach opportunities, and we welcome any offers from parents to volunteer.

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

#### **Procedure:**

A provider wishing to request access should contact Mrs Victoria English, Careers Leader & Head of Year 13

**Tel:** 01603 254344 / **Email:** [venglish9brq@nsix.org.uk](mailto:venglish9brq@nsix.org.uk)

We run a series of careers assemblies for individual year groups to facilitate students' knowledge of available pathways. If a provider would like more information on this please contact the careers leader.

### **Dissemination**

All staff members, governors and PTA committee members will be made aware of this policy. Training will be regularly delivered to staff on the policy content. A copy is available on the School Website or from the School office on request of the Parent/Carer. A short summary of the policy is included in the school prospectus.