New Rush Hall School

Careers Guidance Policy Statement

Reviewed:
October 2026

Due for review:
October 2027

CONTENTS

INTRODUCTION	3
PUPIL ENTITLEMENT	3
PARENTAL INVOLVEMENT	3
DELIVERY OF THE CAREERS PROGRAMME	4
CAREER GUIDANCE MEETINGS	4
NEEDS-BASED REFERRAL	4
SELF-REFERRAL	4
CAREER INFORMATION	4
EXTERNAL PROVIDERS	5
STAFF DEVELOPMENT	5
RESOURCES	5
EMPLOYER LINKS	5
EQUAL OPPORTUNITIES	5
MONITORING AND EVALUATION	5
REFERENCES	5

INTRODUCTION

Careers education, information and guidance (CEIAG) is an essential part of the support we offer to pupils at New Rush Hall School (NRHS). Effective career support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. As a result, the careers programme has a whole school remit designed to complement the rest of the school curriculum with a specific focus of meeting the needs of young people within a special school setting.

This policy statement sets out the school's arrangements for managing the Careers Education Information and Guidance (CEIAG) offer to pupils at the school for the purpose of giving information about the providers education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

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PUPIL ENTITLEMENT

During their time at NRHS, all pupils can expect:

- The support they need to make the right choices in Years 9 - 11.
- Access to up-to-date and unbiased information on future learning and training, careers and labour market information.
- Support to develop the self-awareness and career management skills needed for the future.
- Termly World of Work Events to include assemblies, careers talk, projects and visits.
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, guess speakers and personalised meetings at school.
- The opportunity to relate what they learn in lessons to their life and career beyond school
- The opportunity to talk through their career and educational choices with staff including form tutors, mentors, Senior Leadership Team and the CEIAG Co-ordinator.
- Access 1-1 guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group. A meeting with an adviser independent of the school can also be requested.
- Access to up to 2 weeks' worth of work experience by the end of Key Stage 4.
- The school keeps Parents/Carers informed of their progress and provides Parents/Carers with information to support pupils' career planning and decision-making. Parents/Carers can attend careers meetings, by prior arrangement.
- To be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

PARENTAL INVOLVEMENT

Pupils do not make career decisions in isolation and Parents/Carers can have a substantial impact, as well as a clear interest in the right outcomes for their child. NRHS is keen to foster Parental/Carer involvement in the careers programme, wherever possible.

Parents/Carers are invited into school to discuss their child's progress during Parents Evenings. They are also invited to meet with the CEIAG Co-ordinators if their child would like them to. In readiness for these events, pupils' career aspirations are collected by CEIAG Co-ordinators to allow discussions around progress relating to next steps and career planning.

Representatives of the careers team, as well as education and training providers, attend events for specific year groups.

Parents/Carers are kept up to date with career-related events and activities affecting their child. With the pupil's agreement, a copy of the action plan from 1-1 careers meetings will be sent home. Parents/Carers are also welcome to contact the CEIAG Co-ordinators at school, should they have any questions or concerns.

DELIVERY OF THE CAREERS PROGRAMME

Throughout Years 7 - 9, all pupils will have had the opportunity to:

- Be introduced to career resources to help them understand their preferences and the options open to them.
- Develop their self-awareness.
- Hear from or talk to representatives from the world of work.
- Receive support to make the right KS4/GCSE choices, including assemblies, Parents events and meetings with senior staff and personalised careers meeting.

Throughout Years 10 - 11

- Preparing CVs, application forms.
- Develop interview techniques in preparation for mock business interviews.
- Gain a comprehensive understanding of post-16 options.
- Have access to after-school support sessions with PC access.
- Get support to write a personal statement for post-16 applications.
- Have access to up to 2 weeks' worth of work experience.
- To increase aspirations through a range of university visits, open days and guest speakers.

CAREER GUIDANCE MEETINGS

Pupils are entitled to appropriate guidance to meet their individual needs. All pupils at school can request an appointment with the CEIAG Co-ordinators, although Year 10 & 11 will have termly appointments. Pupils are identified for careers meetings based on need and through self-referral.

NEEDS-BASED REFERRAL

The referral procedure works as follows:

For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include visits to colleges and training providers, contact with Parents/Carers, support from other agencies and ongoing contact as the pupils leaves school.

SELF-REFERRAL

Given the nature of our school community all pupils will receive personalised careers meetings, that being said, a pupil can self-refer at any point via the CEIAG Co-ordinators.

CAREER INFORMATION

Career information is available through the CEIAG Hub, through relevant displays and through assemblies. The CEIAG Hub includes a range of career guides, apprenticeship and employer information, as well as guides on job-search activities.

EXTERNAL PROVIDERS

Ranges of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

STAFF DEVELOPMENT

All staff are introduced to the concepts, aims and programme for CEIAG at NRHS during inset days, this development is further enhanced through CPD and directed time meetings.

The CEIAG Co-ordinators will attend conferences and network meetings to keep up to date with best practice and legislation.

RESOURCES

The school is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

EMPLOYER LINKS

Links with employers, businesses and other external agencies continue to grow by building on local community connections.

EQUAL OPPORTUNITIES

NRHS is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The teamwork on early-identification of pupils requiring additional support, with no limit placed on how many times a pupils might see the CEIAG Co-ordinators. The CEIAG Co-ordinators works with the SENCo to support Education, Health and Care planning to support pupils who may be facing other challenges.

Role models including alumni, current apprentices and university pupils are brought in to raise aspirations and demonstrate what is possible after NRHS, while non-traditional routes are supported and encouraged. The destinations of school-leavers are monitored and trends identified.

MONITORING AND EVALUATION

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data for pupils.

The careers programme is evaluated in a number of ways, including:

- Pupils feedback on their experience of the careers programme and what they gained from it.
- Staff feedback on careers lessons, world of work events, careers fair, mock interviews etc.
- Gathering informal feedback from external partners and from Parents/Carers.
- Quality assurance that meaningful CEIAG permeates throughout the wider curriculum.
- Pupils' destination figures post-16.
- Personalised tracking of individual pupil involvement in the wider CEIAG programme.

REFERENCES

Statutory Guidance for Schools on Careers Guidance and Access for Education and Training Providers
https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools

The Gatsby Benchmarks
www.gatsby.org.uk/education/focus-areas/good-career-guidance