

Newfield School – Careers, Information and Guidance Policy

Introduction

Newfield provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

Aims

We aim to prepare young people for the transition into adult life by:

- Providing relevant and meaningful experiences of work
- Developing skills for the work place
- Developing personal independence skills
- Developing social skills, communication skills, self-confidence and resilience
- Supporting young people to achieve the most that they can, including qualifications
- Supporting pupils and families to make informed decisions which are appropriate for them

School Responsibilities

The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 8 to 13
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 8 – Year 13 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. This policy and these arrangements must be published. (See Appendix 1)
- The school will base its careers provision around the Gatsby Benchmarks.
- The school will continuously monitor its CEIAG offer and seek further improvement.

Governor Responsibilities

The governing body will ensure that the school has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school's legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 8 – 13. There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

The Gatsby Benchmarks at Newfield

The DfE Careers strategy sets out that school should use the Gatsby Benchmarks to develop and improve their careers provision. We are currently using the Compass self-evaluation tool to assess and further develop our careers programme.

Our current Careers Program includes:

Semi Formal Curriculum KS3-4		
Key Stage	Bench Marks	Coverage
Key Stage 3 (Year 7-9)	A Stable Careers Program (BM1)	Termly Careers coverage on long and medium term planning including work experience, travel training (safe travel), mini enterprise, volunteering (food bank), employer encounters Elements of PSED curriculum coverage RRSA group School Council EHCP Review discussions with parents and carers
	Learning from career and labour market information (BM2)	EHCP Reviews New Directions support

		Activities to learn about different jobs Employer visits
	Addressing the needs of each young person (BM3)	Transition support between school/parents/carers and New Directions at year 9 review. Transition Plan in place (usually to remain at Newfield) Activities logged on Compass + Employer visits
	Linking curriculum learning to careers (BM4)	PSED modules link Termly Careers coverage linked to thematic learning Science Event (Summer Year A) Performance and productions Fund raising (Bag2school, food bank) Enterprise events English and Maths developing functional skills Visits from professionals
	Encounters with employers and employees (BM5)	Employer visits Visits from animal care professional (mini farm) (Spring B) Scientists from event to talk about their role where relevant (Summer Year A) Visit to workplaces Food bank staff and volunteers Community visits
	Experiences of workplaces (BM6)	Allotment visits Visits to places in the community (post office/ shops/cafes)

		Class/school shop/café Working on the farm Volunteering
	Encounters with further and higher education (BM7)	New Directions in Year 9 Review Transition Events Workplace experiences
	Personal Guidance (BM8)	Transition support between school/parents/carers and New Directions at year 9 review. Transition Plan in place (usually to remain at Newfield)

Semi- Formal Curriculum KS3-4		
	Bench Marks	Coverage
Key Stage 4 (Year 10-11)	A Stable Careers Program (BM1)	Termly Careers coverage on long and medium term planning including (work experience, mini enterprise, fund raising, employer encounters, STEM activities, use of ICT, event organisation) Elements of PSED curriculum coverage RRSA group School Council
	Learning from career and labour market information (BM2)	EHCP Reviews New Directions support Transition Events Employer visits

	Addressing the needs of each young person (BM3)	Transition support between school/parents/carers and New Directions at year 11 review. Transition Plan in place Those planning to leave Newfield will liaise between college options and school, facilitating transition days Activities logged on Compass + Employer visits
	Linking curriculum learning to careers (BM4)	PSED modules link Termly Careers coverage linked to thematic learning Performance and productions Fund raising (Bag2school, food bank) Enterprise events English and Maths developing functional skills
	Encounters with employers and employees (BM5)	Work Place visits Employer visits (e.g. emergency services) Work Experience opportunities Visit from business owners Take over week School kitchen staff Cook stars chef
	Experiences of workplaces (BM6)	Allotment visits Community visits Take over day Work Place visits

		Class/school shop/café
	Encounters with further and higher education (BM7)	New Directions in Year 11 Review Those planning to leave Newfield will liaise between college options and school, facilitating transition days Transition Events Workplace experience
	Personal Guidance (BM8)	Transition support between school/parents/carers and New Directions at year 11 review. Transition Plan in place Those planning to leave Newfield will liaise between college options and school, facilitating transition days

Pre- Formal Pathway		
	Bench Marks	Coverage
Key Stage 3 and 4	A Stable Careers Program (BM1)	Four areas of learning- non subject specific Cognition and Learning Communication Independence and community Physical and sensory development
	Learning from career and labour market information (BM2)	EHCP Reviews New Directions support Employer visits where appropriate and meaningful Transition Events

	Addressing the needs of each young person (BM3)	Transition support between school/parents/carers and New Directions at year 9 and 11 review. Transition Plan in place Those planning to leave Newfield will liaise between college options and school, facilitating transition days Activities logged on Compass +
	Linking curriculum learning to careers (BM4)	A focus on preparing for adulthood through the four areas of learning- non subject specific learning
	Encounters with employers and employees (BM5)	Take over week involvement Community visits Visitors in school
	Experiences of workplaces (BM6)	Community visits
	Encounters with further and higher education (BM7)	Visits to adult provisions Transition Events
	Personal Guidance (BM8)	Transition support between school/parents/carers and New Directions at year 9 and 11 review. Transition Plan in place

Pathway to Independence- Key Stage 5		
	Bench Marks	Coverage
Key Stage 5	A Stable Careers Program (BM1)	RRSA group

		Elements of careers development through all areas of PfA which the curriculum is based on (Health/Employment and Education/Community/Independent Living) Individual work experience Supported internships as and when appropriate
	Learning from career and labour market information (BM2)	EHCP Reviews New Directions support Employer visits Transition Events
	Addressing the needs of each learner (BM3)	Transition support between school/parents/carers and New Directions at each review. Transition Plan in place Liaise between college options and school, facilitating transition days Activities logged on Compass + Employer visits
	Linking curriculum learning to careers (BM4)	Fund raising (Bag2school, food bank) Enterprise events English and Maths developing functional skills PfA curriculum Duke of Edinburgh
	Encounters with employers and employees (BM5)	Employer visits Work Experience opportunities Take over week

		Visits from musicians Cook stars chef Food bank visits
	Experiences of workplaces (BM6)	Allotment visits Community visits Work experience School café Take over day Visits to school shop/café
	Encounters with further and higher education (BM7)	New Directions in all reviews Liaise between college options and school, facilitating transition days Workplace experience Link to adult provisions (e.g. Hopwood Court/Purple Patch) Transition events
	Personal Guidance (BM8)	Transition support between school/parents/carers and New Directions at review. Transition Plan in place Transition events

Pathway to Engagement- Key Stage 5		
	Bench Marks	Coverage
Key Stage 5	A Stable Careers Program (BM1)	Areas of learning in line with careers Elements of careers development through all areas of PfA which the curriculum is based on (Health/Employment and Education/Community/Independent Living)
	Learning from career and labour market information (BM2)	EHCP Reviews New Directions support Employer visits where appropriate and meaningful
	Addressing the needs of each learner (BM3)	Transition support between school/parents/carers and New Directions at review. Transition Plan in place Links with Post 19 provisions Activities logged on Compass +
	Linking curriculum learning to careers (BM4)	A focus on preparing for adulthood through the areas of learning Enterprise events Duke of Edinburgh
	Encounters with employers and employees (BM5)	Take over week involvement Community visits Visitors in school Post 19 provisions link Transition events

	Experiences of workplaces (BM6)	Community visits Post 19 provisions link Allotment
	Encounters with further and higher education (BM7)	Visits to adult provisions (Hopwood Court/Purple Patch)
	Personal Guidance (BM8)	Transition support between school/parents/carers and New Directions at review. Transition Plan in place Transition Events

How we measure and assess the impact of our Careers programme

- Teacher feedback and annotation in learning journeys
- Pupil voice
- Parent consultation meetings and feedback at Annual Reviews
- Reports from 1-1 meetings with New Directions personal advisor
- Compass framework

Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Rachel Kay, Head Teacher.

Equal Opportunities

Newfield School is also committed to ensuring the equality of opportunity in line with the Equality Act and seek to show this through all aspects of school life and in particular through our commitment to every child fulfilling their potential, our work in the classroom, our recruitment and retention of staff and our work in the local and wider community.

Appendix 1

Provider Access Policy

Introduction

This statement sets out the school's arrangements for managing the access of Education and training providers to pupils at the school for the purpose of giving 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 Further Education qualifications, supported internships, apprenticeship opportunities, paid employment and volunteering as part of their 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, Further Education, Supported internships, apprenticeships, paid employment and volunteering - through transitions events, Jobs Fairs, College Links, EHCP reviews and transition planning meetings
- To understand how to make applications for the full range of course, internships, paid employment and volunteering opportunities.

We will make these opportunities available to all pupils and this will be personalised to meet the needs of the individual.

Procedure

A provider wishing to request access should contact:

Mrs Laura Walmsley– Careers Lead

Telephone – 01254 588600

Opportunities for access

The Preparing for the Future event held each year will offer providers an opportunity to speak to pupils and/or their parents /carers. Other opportunities could also be arranged.

Premises and facilities

The school will make the hall, classrooms or meeting rooms available for discussions between the provider and the pupils 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 career's leader or a member of their team. All providers will be expected to adhere to the school procedures for visitors and these will be explained to you.

Providers are welcome to leave a copy of their prospectus or other course literature with the Careers Lead.

Approval and review

Approved February 2026 by Governors at Curriculum and Standards Committee

Next review: February 2027