

At Kesgrave High School, we are committed to producing, well-rounded, work-ready individuals. We are in the enviable position of having a well-resourced Careers Suite, dedicated budget and qualified staff in attendance all day, every day, to assist with choices and transitions. The number of students that progress successfully after year 11 is due in part to the robust careers programme which is an established part of our curriculum.

The school recognises the importance of parental involvement in their children’s future. The school’s “open door” policy encourages parents to take an active role in their son’s/daughter’s progression, with opportunities to attend career guidance sessions and other careers-related activities as appropriate.

We are always very receptive to input from outside organisations, employers, colleges and training providers. We work in close partnership with local companies who use the school as a “talent pipeline” preferring, as they do, to employ KHS school leavers. The opportunity that this presents for our students to gain information about the labour market is invaluable, and this enables them to enhance their commercial awareness resulting in better-prepared applicants at interview.

Our progressive approach to careers education ensures that our school leavers are ready to take their place in the world – wherever that might be. To assist in this, the following events are an established part of the school year:

Careers Timetable

Year	Timing	Activity	Learning Outcomes
10	Autumn Term	Careers Information Evening Parents are invited to attend to hear about the careers provision and particularly, work experience.	Parents to be better informed about the work experience process, how they can help and what the benefits to their sons/daughters are likely to be, and the careers support offered by school.
10	Autumn Term	Letters of application and CV writing A carousel of sessions during PSHE	Pupils to be better prepared for job/college applications and how to present themselves on paper. An insight into the skills employers might be looking for.
10	Autumn Term	Assembly The launch of work experience.	Pupils to gain an understanding of how the process works, and what the recruitment expectations of employers.
11	Summer Term	Debriefing Feedback from work experience	An opportunity for pupils to reflect on their placement and consider its impact on career planning.
11	Autumn Term	6th Form Open Evening An opportunity to discuss A Level choices, College, Apprenticeships etc.	Students and parents to be better informed about the local provision, the options

		Attended by school Careers Advisor, local colleges, apprenticeship skills team, NEACO.	available and what would be the best route for them.
11	Autumn Term	Post 16 Opportunities Day A day spent either sampling A Level lessons, or attending College, apprenticeship, job seeking or employability workshops followed by a Careers Fair.	Students to gain an insight into their preferred route: what A Level study would be like; the courses offered at college, apprenticeship opportunities. Of great benefit to SEND students in terms of de-mystifying choices.
12 & 13	Autumn Term	Year 12 & 13 Parents' Evening Attended by school Careers Advisor and relevant organisations as appropriate.	An opportunity to check on progress and discuss the implications of dropping subjects. Discussion around filling any gaps (eg work experience) to aid applications (work/University).
11	Spring Term	Year 11 Parents' Evening Attended by school Careers Advisor, local colleges, apprenticeship skills team.	An opportunity to check on progress and consider appropriate next steps. Parents and students to be better informed about the routes/help available.
9	Spring Term	Careers Carousel Sessions during PSHE on interview skills, CV writing, college courses, Careers Library tour, computer-based careers information, identifying skills, etc.	Pupils to start considering their individual strengths and preferences. Pupils should be better informed about the local labour market and start to take responsibility for planning their future. Pupils are likely to feel more confident in doing this.
10	Spring Term	Mock Interviews Volunteers are interviewed for their Work Experience placement by an interview panel (a member of SMT, a Governor and an Employer) in front of their own plus another form.	Pupils to gain an insight into what a first interview is like, the questions they are likely to be asked, and how to conduct themselves generally. Excellent preparation for their own work experience interviews.
9	Spring Term	Options Evening An opportunity to discuss GCSE option choices. Attended by school Careers Advisor, local colleges, apprenticeship skills team.	Pupils and parents to be better informed about the options available and what would be the best choice for each individual.
13	Spring/	Job seeking	Offered as an alternative to/in addition to university

	Summer Term	A series of sessions during PSHE on social media presence, interview techniques, CV writing, employability skills, preparation for interviews, entrepreneurship.	applications. Students to be better informed about the job selection process and motivated to be more pro-active in their search.
10	Summer Term	Assembly Final preparations for Work Experience, followed by briefing meetings with Visiting Staff.	Pupils to feel better informed about what to expect from work experience, set their own aims and objectives for their placement, and be reassured about the support offered during the fortnight. Of particular comfort to SEND pupils.
10	Summer Term	Work Experience	All pupils to gain an insight into the workplace – rights, expectations and recruitment processes, along with gaining technical skills and experience. Employers may use this as a talent-spotting opportunity.
10	Summer Term	Work Experience visits Pupils visited during their placement by members of school staff	Pupils to feel supported in their placement. An opportunity for pupils to showcase what they have achieved at work. Those pupils usually disaffected at school often gain the most.

7 & 8	Throughout the year	PSHE Discrete careers education: what matters to me, how do I make choices, what are my influences.	Pupils to start considering their decision-making process and become more confident in making choices that suit them.
8 – 13	Throughout the year	One-to-one guidance	Pupils may self-refer or be referred by staff members. Outcomes may include being more motivated in school, being more informed over choices, etc. Strong emphasis on this at key transition/decision making times, and for all SEND pupils as part of their reviews.

9 - 13	Throughout the year	Guest Speakers Lunchtime sessions delivered by colleges, companies, universities, etc.	Pupils to gain an insight into the particular business or HE/FE institution. Understand what is offered, routes in, qualifications, etc. Employers may use this as a talent-spotting opportunity.
7 - 13	Throughout the year	Careers Events Eg Suffolk Skills Show, STEM events, BT Skills day, University visits, Careers fairs, assemblies, etc.	Pupils to gain an insight into the particular business or HE/FE institution. Understand what is offered, routes in, qualifications, etc. Employers may use this as a talent-spotting opportunity.
7 – 13	Throughout the year	Dedicated Careers Software Annual subscription to licence for Unifrog	Computer-based careers programme supporting a huge variety of careers information, university and apprenticeship information, skills and interest matching software and work experience