



DENBIGH SCHOOL



Denbigh School

Careers Guidance Procedure

2022 - 2023

1. Introduction and Overview

At Denbigh School, we are committed to ensuring that all students from Years 7 to 13 are well-prepared for their next steps when they leave school, be it for education or employment. Through careers-related activities and our curriculum, we aim to inform students about the range of opportunities available and provide personalised guidance to support their decision-making. Through our PHSEE programme we raise students' awareness of developing the employability skills that will equip them for success in their chosen careers. The Gatsby Benchmarks, set out in Appendix 1, are embedded in our provision.

Denbigh School is a member of the Denbigh Alliance Multi Academy Trust which is committed to providing high-quality career guidance so that students can make inspired and informed decisions about future opportunities. To this end, schools within the Trust have a named Careers Lead who implement and measure careers provision against the Gatsby Benchmark Framework. The eight Benchmarks ensure quality careers guidance about further educational study options, technical pathways and the labour market.

2. Procedure Scope

- 2.1** This Procedure covers careers education, information, advice and guidance given to students in Key Stages 3, 4 and 5.
- 2.2** The Procedure also applies to Year 11 and 13 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Although they will not necessarily be in-school regularly and attending lessons in July and August, the Procedure is still applicable to them.
- 2.3** The Procedure has been reviewed in line with the published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff.' (DfE, January 2018).
- 2.4** Denbigh School endeavours to ensure that our provision for all students meets the Gatsby Charitable Foundation's eight Benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this Procedure.
- 2.5** This Procedure covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.
- 2.6** This Procedure refers to events and opportunities in all Key Stages and all year groups and these events will impact upon all students at the School.

- 2.7** All members of staff at Denbigh School are expected to be aware of this Procedure and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

3. Roles and Responsibilities

- 3.1** The Denbigh School Local School Board is responsible for monitoring and overseeing careers provision at Denbigh School, including monitoring the evaluation of the Careers Education Programme.
- 3.2** The Careers Leader is an Assistant Headteacher responsible for the development and delivery of the careers programme across the school, ensuring provision meets statutory frameworks and the Gatsby Benchmarks. They oversee the work of the Independent Careers Advisor.
- 3.3.** The School employs an Independent Careers Advisor (Level 7) who is responsible for interviewing all Year 11 students regarding Post-16 options. They run drop-in sessions for Year 12 and 13 students so they can access advice. The Careers Advisor attends sessions for parents at transition points – such as Year 8 Curriculum Evening and Sixth Form Opportunities Evening.
- 3.4** The Careers Administrator is responsible for the administration of careers including tracking destination data for school leavers from Years 11 to 13 and the organisation of work experience and curriculum days.
- 3.5** Heads of Faculty are responsible for ensuring that their curriculum is linked to careers. They ensure that schemes of work identify links to careers, and that teachers refer to careers in their lessons. Heads of Faculty lead the development of resources and recruit external speakers to promote careers within their subjects during Careers Week.
- 3.6** The Sixth Form Team and Heads of Year are responsible for ensuring the effective delivery of careers education in tutorial sessions. They target students who have a particular need for careers guidance or differentiated provision, drawing them to the attention of the careers team, for example, when looking for a suitable work experience placement.
- 3.7** Tutors are responsible for delivering aspects of the careers programme during tutorial sessions. They also provide personalised guidance and advice about careers informally and through mentoring and tutor consultation sessions, particularly in preparation for transition points and work experience. Tutors develop an individual understanding of students' aspirations and goals.
- 3.8** Subject teachers are responsible for highlighting links between careers and their subject area. This is particularly highlighted during Careers Week when they plan and deliver lessons with a focus on careers and career paths linked to their

subject. Talks and videos with employers and employees are included in these sessions.

4. Delivery

- 4.1** In Years 7 to 13, careers education is delivered through the School's tutorial and mentoring programmes, following a curriculum planned to ensure progression. Careers talks are given on a regular basis to extend student awareness of the variety of roles and opportunities provided through different sectors. Assemblies and off-timetable days or careers-related evenings are used to provide guidance at key transition points to make students aware of the opportunities available to them. Further opportunities are provided through extra-curricular activities such as Duke of Edinburgh scheme and trips such as Teentech and the Year 12 and 13 CERN visit.
- 4.2** Careers education is also linked to the subject curriculum during lessons and Careers Week when all faculties produce lessons linking their subject to career opportunities, with external speakers or presentations to extend students' understanding of the relevance of their subject to the world of work. Faculty displays provide further information.
- 4.3** Parents are informed of careers opportunities and supported through their child's transition points through information provided on the School's website and through careers-related evenings or virtual presentations.
- 4.4** Before the end of Year 11, all students will receive a careers interview focussing on progression and pathways with an independent careers advisor. Vulnerable students from Years 11 to 13 may be targeted for interviews to support their next steps. Other Year 12 and 13 students can book an appointment with the Careers Advisor as needed.
- 4.5** Information about careers is available for students on the School's website and on Unifrog, to which all students have access. A Careers Teams pages for Years 12 and 13 and regular emails circulate information about local opportunities, college open days and courses, and universities.
- 4.6** Students have three opportunities to take part in Work Experience. In Year 7, students take part in 'Bring your Child to Work Day' and for a week in Year 10 and Year 12 they undertake a work experience placement.
- 4.7** The Careers Leader liaises with the SENCO to ensure that students with specific needs are catered for, for example, in identifying suitable work experience placements and providing additional appointments with the Careers Advisor.

5. Monitoring and Evaluation

- 5.1** The Careers Leader meets with the Careers Link Governor three times per year to review and monitor the quality of provision.
- 5.2** The Compass self-evaluation online form, supported by the Careers and Enterprise Company.
- 5.3** Student feedback from the Work Experience Programme, employer engagement activities and half-termly focus groups.
- 5.4** Employer feedback from the Work Experience Programme and employer engagement activities.
- 5.5** The Independent Careers Adviser carries out annual evaluations with students who have attended one-to-one interviews.
- 5.6** For Year 11 and 13 students, data is collected about students' intended destinations in July prior to leaving school, and after leaving school in September and December. This is used to identify trends and to feed into reviews of our careers provision.

6. Work Experience

- 6.1** Denbigh School provides three opportunities for students to take part in Work Experience:
 - 6.1.1 Year 7**

Parents are encouraged to take part in 'Bring your Child to Work day' for one day. The aim of the activity is to introduce students to the world of work and give them an opportunity to interact with employers and employees to help them understand the working environment. During the day, the intention is that children will shadow their parents and complete appropriate tasks within the workplace. Parents of children taking part are responsible for their supervision and safety in the workplace during that day. They also check that their employer has appropriate insurance in place.
 - 6.1.2 Year 10**

Students take part in formal work experience for five days during November. The aim is to develop students' personal and social skills by applying them in a working environment. Through work experience, we aim to give students a more realistic understanding of the demands and rewards of working in a professional environment, enabling them to develop confidence and employability skills such as teamwork, initiative etc... It also gives them the chance to find out more about

what it's like to work in a particular sector. Students are expected to source their own placement, supported by the school.

6.1.3 Year 12

In Year 12, students take part in formal work experience for five days during June. This presents an opportunity for them to gain work experience in an area linked to a future career, helping them gain knowledge, understanding and skills that will support job or university applications.

6.2 Role and responsibilities

6.2.1 The Headteacher and Denbigh School Local School Board have overall responsibility to ensure the health, safety and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They will ensure that:

6.2.1.1 a suitable and sufficient management system is implemented for work experience;

6.2.1.2 a named member of the SLT is nominated within the School with responsibility for Careers and Work Experience including ensuring that the health and safety requirements for work experience are carried out;

6.2.1.3 a Work Experience Procedure is developed detailing the School's arrangements for work experience.

6.2.2 The Careers Leader/Named SLT will ensure that:

6.2.2.1 Health and Safety policies are in place at workplaces that students will attend, and appropriate risk assessments have been carried out. All placements are suitable for student and do not contravene the HSE's restrictions.

6.2.2.2 The Workplace Agreement is completed by students, parents and employers. The School checks details of the employers liability, and health and safety policies where appropriate. The Workplace Agreement is signed off by the Careers Leader.

6.2.2.3 Employers are made aware of any additional needs that students may have and adapt their offer to meet students' needs.

6.2.2.4 Employers are made aware of working time requirements for students on work experience.

6.2.2.5 Employers are made aware of their safeguarding responsibilities on the workplace agreement form. Employers

and parents are informed that they should contact the school immediately in the event of any safeguarding concerns.

6.2.2.6 Employers and parents should contact the school in the event of a student's absence from a placement.

6.2.3 The Careers Administrator will ensure that:

6.2.3.1 Workplace agreements and other documentation is fully completed and records are kept for all students. They will chase up missing information and check the suitability of placements.

6.2.3.2 Allocate monitoring phone calls to Year 10 subject teachers and tutors. Collect records of teacher monitoring phone calls, students' and employer placement evaluations.

6.2.3.3 Report any concerns to the Careers Leader.

6.2.4 Teachers will ensure that:

6.2.4.1 They deliver lessons preparing students to find their own placements and to learn about professional behaviours in the workplace, prior to going on work experience.

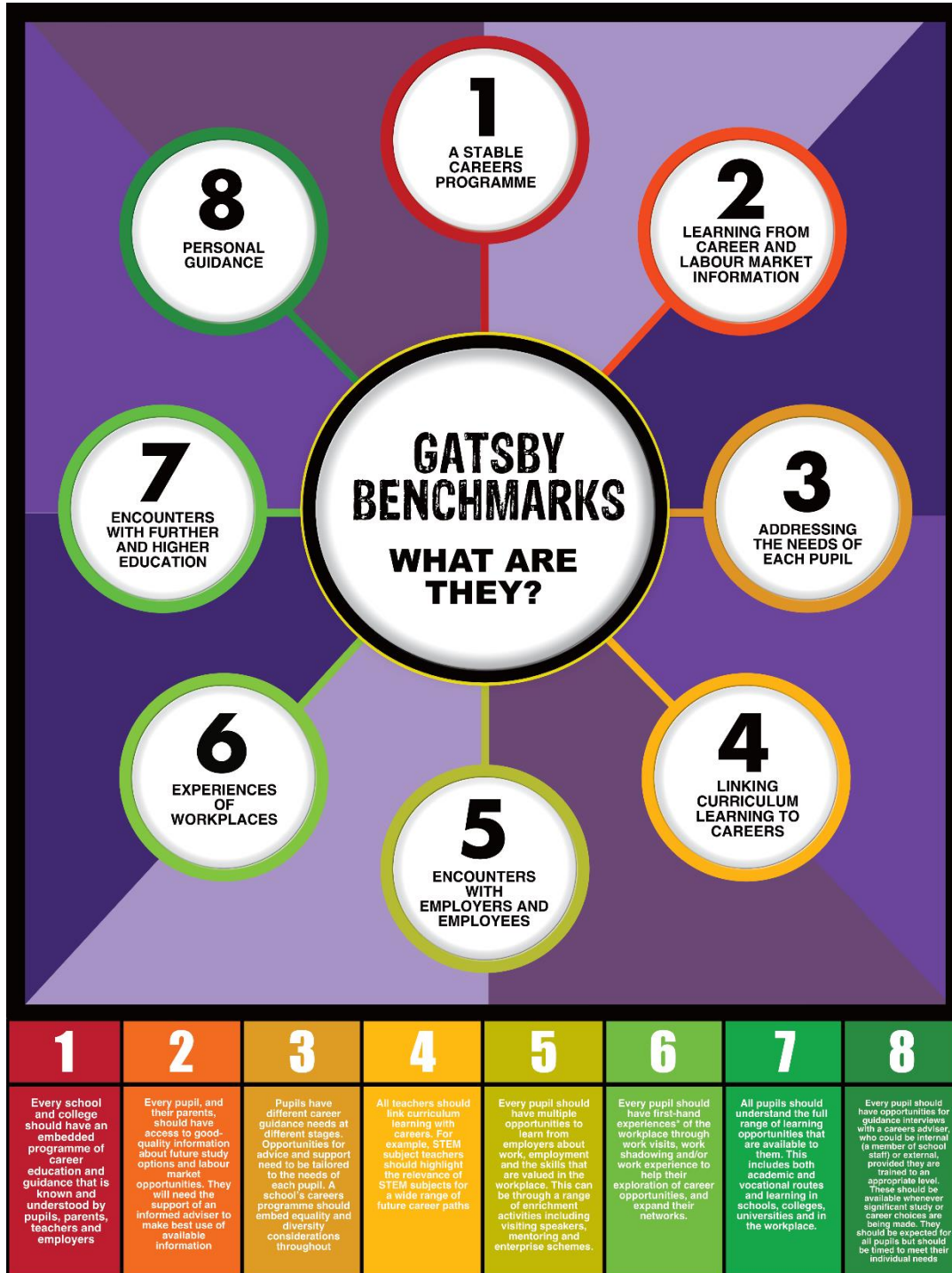
6.2.4.2 They complete their allocated monitoring phone calls, reporting any concerns to the Careers Leader.

7. Equal Opportunities

The School consciously works to prevent all forms of stereotyping in the advice and guidance it provides, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes. School staff actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination. For further details, please see the Denbigh Alliance Trust's Equality and Diversity Policy which can be accessed on the Trust's website www.thedenbighalliance.org.uk.

Appendix 1

Gatsby Benchmarks



Appendix 2

Work Experience Agreement



Work Experience Agreement

To be completed by student, employer, parent/carer and Denbigh School and returned to Mrs Hamdan

School Careers Leader:
Mrs H Brown
Careers administrator:
Mrs Hamdan
Tel: 01908 505030
Email: hamdanc@denbigh.net

Section 1: Student

Mr.
Miss

First Name:

Surname:

Date of Birth:

Tutor Group:

Student declaration: Please read and sign.

- I agree to take part in work experience with enthusiasm, a sensible attitude and courtesy for all other workers, customers, and members of the public, at all times.
- I will hold all information I gain about the organization, its customers, associates and suppliers in confidence unless given specific permission to share certain areas of knowledge.
- I will act as a junior employee during this week and will follow all the organization's rules.
- I will have a strong regard for my own safety and that of others and will use the safety equipment as required.
- If I have any concerns or issues at work, I will tell my supervisor immediately.
- I will carry out preparation work before I start my week of work experience.

Student signature:

Date:

I have the following difficulties that the employer may need to consider when creating a work programme for me. (Continue on the back if necessary)

Section 2: Employer

Organisation Name:

Contact Details for Correspondence

Title:

Mr./Mrs./Ms./Dr

Other:

First Name:

Surname:

Tel:

Mobile:

E-mail:

Postal Address:

Post Code:

Contact Details for Main Supervisor/Manager

This is the address where the student will actually be working/based:

These details will be used to send out the pre-placement letter, reference form and for the monitoring of the student whilst on placement. If this is the same person as for correspondence, leave blank.

Title:

Mr./Mrs./Ms./Dr

Other:

First Name:

Surname:

Tel:

Mobile:

E-mail:

Postal Address:

Post Code:

Student's Role:

e.g., Teaching Assistant, Shop Assistant

Student's Job Description

Please list the expected tasks

Hours to be worked:

- The student can work up to 40 hours during work experience week, between 6 or 7am and 10 or 11pm.
- A 30-minute break is required if working more than 4½ hours.
- Please set hours to suit the type of business and the staff who will be supervising the student creating a balance for an interesting but accurate and worthwhile experience.

Start:
Break:
Lunch:
Finish:

Section 3: Employer Declaration

As a representative of the employer, I agree to arrange the minimum level of support for the student on work experience as follows:

Child Protection

- Sensible steps will be taken to ensure that the student is not working in isolation with one adult for any length of time where this can be avoided.
- Should any issues of a child protection nature arise, the appointed Child Protection Officer at school is to be alerted immediately.
- Any staff member who is disqualified from working with children are required by law to disclose this.

Health and Safety

- The student is regarded as a junior employee whilst on work experience and subject to all relevant and current legislation with regards to health and safety.
- A risk assessment for the tasks the student is likely to carry out whilst at work will be conducted with particular focus on the maturity, experience and ability of the student.
- An induction will be provided on or before the first day, followed by a meaningful programme of work. *It may be useful to conduct a short interview prior to the placement to assess ambition, interest and ability*
- The student will be under appropriate supervision and given appropriate instruction for all tasks during working times.
- The student will be given Personal Protective Equipment where necessary.
- Any breach in behaviour standards will result in the student being dismissed.

(Continued on next page)

Restrictions on work

A full list of restrictions and advice suitable for your industry is available from the Health and Safety Executive (www.hse.gov.uk). To summarise, students **must not** carry out any work that:

- Cannot be adapted to meet their physical or mental limitations.
- Exposes the student to substances that are toxic or cause cancer, or to radiation.
- Involves extreme heat, noise or vibration.
- Is at a height of over 2 metres on a ladder/scaffold etc.
- Is in excavations.
- Involves driving a car.

Welfare

- The students will be given details on what to wear, lunch and break arrangements etc. prior to starting.
- No payment will be made to the student. Aid towards food or travel to enhance the placement is acceptable, but the organization is not obliged to do this.
- Parents/guardians are responsible for travel to and from the placement.
- The school should be alerted of any issues with behaviour or attitude including absence.

Where applicable, I attach copies of the following: Employers liability insurance; Public liability insurance; Written health and safety policy. If not applicable, please confirm this below:

I can confirm that as I do not employ people who are under a contract of service or apprenticeship, I am not required to hold Employers liability insurance. (Please tick box if appropriate)

I employ fewer than 5 employees, therefore I do not have a written health and safety policy. (Please tick if appropriate)

Sign:

Date

Section 4: Parent/Carer

Title: Mr/Mrs/Ms/Dr
Other:

First Name:

Surname:

Parent/Carer Declaration: Please read and sign below.

It is important that each child has an experience suitable for their individual abilities. Also, that there is no delay or misunderstanding in treatment should they be ill at work. Please state any education, emotional, medical or physical conditions or requirements that need to be taken into consideration.

- I will allow my child to participate in work experience at the organisation stated above.
- I will encourage and support my child to make the most of work experience.
- I will inform both the school and the employer should my child genuinely and unavoidably need to be absent from work.
- I will update the school and employer should any change to the noted conditions arise.

Sign:

Date:

Title:

First Name:

Surname:

School Careers Leader Declaration: Please read and sign below.

- Consent has been obtained from parents/carers for the above-named students to participate in work experience at the organization stated above.
- The above-named student will be informed of their duties during this work experience placement.
- Both the student and the work placement are fully aware to contact the school in the event of absence, injury or incident that occurs during the period of the placement.
- Information relating to the child in relation to their suitability to their work experience and specific role to be carried out, that may restrict, delay or cause misunderstanding in treatment should the child be ill at work (including any educational, emotional, medical, physical conditions or requirements that need to be taken into consideration) have been provided to the workplace organization from the information provided by the parents/guardians in section 4 of this form.
- All paperwork is completed and signed.
- A work placement assessment has been completed looking at the Health & Safety management of the placement.
- The suitability of the student for work experience and tasks to be carried out have been assessed by the school to allow the placement to proceed.

Sign:

Date:

TERMS OF

PLACEMENT

1. The student will carry out meaningful duties as discussed between the school, student, parent/carer, and the placement provider. It is the duty of the placement provider to ensure that all undertaken work is planned and that the student receives a suitable induction, ongoing instruction, and competent supervision throughout the duration of the placement.
2. The student will receive no payment for work carried out whilst on placement however, the placement provider may wish to contribute towards the cost of travel and meals although this is not an obligation.
3. The student shall only work the agreed hours ensuring that this is in accordance with the employment regulations for young persons.

HEALTH, SAFETY & WELFARE

4. A student on a work placement is regarded as a junior employee under health & safety legislation and is owed a duty of care under common law. The placement provider will ensure that the student does not engage in any activities that are unsuitable; given their lack of experience and that they do not operate any hazardous machinery. Personal protective clothing and/or equipment must be provided by the placement provider, along with the necessary instruction in its safe use.
5. An assessment of risk must be made by the placement provider in relation to the work experience, student's lack of experience, capabilities, and personal circumstances under the work experience agreement. The student has a legal duty to co-operate fully with the placement provider and ensure that they abide by all procedures pursuant to health & safety.
7. It is the responsibility of the parent/guardian and/or student to inform the placement provider of any known complaints that may create a hazard to either the student or other persons who may be affected at the placement.
8. In case of absence, sickness, or injuries because of an accident, the placement provider must inform the school at the earliest practicable time. First aid provision must be provided by the placement provider.

CHILD PROTECTION

9. It is the duty of the placement provider to consider the suitability of staff that work with and/or supervise the student whilst on work placement. In accordance with The Criminal Justice and Court Services Act 2000, it is the duty of the placement provider to inform the school, where known, of staff who are disqualified from working with children.

INSURANCE/LIABILITY

10. In order for a student to be placed with a company for work experience, the said company must ensure that they have Employer's Liability (Compulsory) insurance, Public Liability insurance, and if applicable, vehicle insurance to cover students placed on work related learning schemes.
11. Any loss, damage or injury caused by a student including that to third parties is the liability of the placement provider who will accept or insure against such liability. It is the duty of the placement provider to inform all insurance companies of their participation of a work-based learning scheme.

DATA PROTECTION

12. The placement provider gives permission to Denbigh School to process personal information for the purposes of work experience and educational business activities, in accordance with the Data Protection Act 1998 and General Data Protection Regulation (GDPR). Student's personal details remain confidential and should be safeguarded in accordance with the Data Protection Act 1998.

MONITORING VISITS

13. The placement provider will permit access to Denbigh School during the placement period for the purpose of monitoring. This could be via phone or a visit.

STATUTORY OBLIGATIONS

14. The placement provider agrees to observe and abide by all relevant statutory legislation including the Health & Safety at Work Act 1974, legislation in respect of equality, and the Children Act.

THE SCHOOL

15. Will accept responsibility for placing the student with a suitable employer and will brief the student regarding Health & Safety prior to the commencement of the work experience start date.
16. Will maintain its duty of care towards the student whilst on work experience

Appendix 3

Provider Access Statement

Introduction

Denbigh School welcomes external providers to the school to share information and provide opportunities to enrich and extend students' learning about careers. We are keen to develop links and partnerships with local business and training providers to enhance our provision. This document details arrangements for managing the access of providers to pupils at the school for the purpose 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.

Pupil Entitlement

All pupils in Years 7 to 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.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.
- For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are at least two more provider encounters available during this period, which are optional for pupils to attend.
- These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:
 - share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
 - explain what career routes those options could lead to
 - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
 - answer questions from pupils
- Year 8 assembly from a local employer that is an approved technical provider.

Management of Provider Access Requests

Procedure

If you are able to support our students or contribute to our careers programme, you should contact the Careers Leader, Helen Brown. The School appreciates your interest and support.

Telephone: 01908 505030 Email: brownh@denbigh.net

For information regarding our child protection and safeguarding procedures please see the Denbigh Alliance Trust's Child Protection & Safeguarding Policy which can be accessed on the Trust's website www.thedenbighalliance.org.uk.

Opportunities for Access

The School offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the careers section of the School's website. We are particularly keen to welcome providers who can offer:

- Employer talks outlining their career journey, role and daily experiences and further opportunities in the sector.
- Work experience placements.
- Activities in school run by training providers or employers.
- Live online careers talks

Providers are also welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library or circulated to students via email.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Niftylift (apprenticeship provider)
- Marcus at Goldman Sachs (apprenticeship provider)
- Ask Apprenticeships
- MK College
- Moulton College
- Kirkby Diamond
- MKUH
- FCDO Services
- Unilever

Timing of Events

The majority of our careers events take place during tutorial or assembly from 8.30 – 9.00a.m. daily. Careers week takes place during January (week beginning 23/1/23, this year) where careers teaching takes place in lessons across the school. During that week, there is a Careers Fayre (26/1/23) which a range of providers are encouraged to attend. If these times are not suitable, we are keen to accommodate providers by negotiating a suitable time, activity, and targeted age group, taking in to account the available curriculum time and other events in the school calendar. When granting or refusing requests, we also look at the range of sectors and careers experiences that we are already providing to consider balance and to avoid duplication.

Denbigh School Employer Encounters Schedule (2022-3)

Bold items indicate opportunities required by law.

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly led by Niftylift (face to face)	Curriculum evening for students and parents includes information about options subjects; an LMI talk delivered by SEMLEP. 2 meaningful encounters with employers to be delivered via Teams.	

Year 9	<p>Assembly led by Marcus at Goldman Sachs (face to face)</p> <p>Yr 9 trip to University of Bedfordshire (1/3rd year group visit each term)</p> <p>Science Museum trip (includes visit to careers activities)</p>	2 meaningful encounters with employers to be delivered via Teams.	No encounters – legislation requires encounters to take place by 28 February if in year 9
Year 10	<p>Ask Apprenticeships assembly</p>	<p>2 meaningful encounters with employers to be delivered via Teams.</p> <p>Careers Fayre – opportunity to meet with a range of local employers</p>	
Year 11	<p>MK College Assembly</p> <p>Learning pathways sessions for parents focusing on alternatives to sixth form such as college and apprenticeships</p>	<p>MK College Yellow Bus sessions for students who are looking to apply.</p> <p>Moulton College talk to interested students.</p> <p>University of Bedfordshire session to all.</p>	No encounters – legislation requires encounters to take place by 28 February if in year 11.
Year 12	<p>Voluntary sessions about apprenticeships with a range of employers including: Kirkby Diamond, Unilever Ernst and Young, FCDO services, MKUH</p> <p>Learning pathways sessions for parents focusing on alternatives to sixth form such as college and apprenticeships</p>	<p>Careers Fayre – opportunity to meet with a range of local employers.</p> <p>Ask Apprenticeships session.</p>	<p>Degree apprenticeships session (MKU) to those interested</p> <p>UK Universities and Apprenticeships Fayre trip (Open to all)</p>
Year 13	<p>Voluntary sessions about apprenticeships with a range of employers including: Kirkby Diamond, Unilever Ernst and Young, FCDO services, MKUH</p>	Careers Fayre – opportunity to meet with a range of local employers	No encounters – legislation requires encounters to take place by 28 February if in year 13

	Learning Pathways sessions for parents focusing on alternatives to Sixth Form such as college and apprenticeships		
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Facilities

Denbigh School will make a suitable space available for discussions between the provider and students, as appropriate to the activity. This could include a large space such as the Meeting Hall, or a classroom or office for a smaller event. The School will also make available ICT 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.

Destinations

Destinations of our pupils in 1/11/22

Last year our year 11 pupils moved to range of providers in the local area after school:

- General FE College: 74 students
- ITP: 1 Student
- Apprenticeship provider: 5 students
- Sixth form: 172 students

Last year our year 13 pupils moved to range of providers in the local area after school:

- University 157 students
- General FE college 2 students
- Degree apprenticeship 1 student

Complaints Procedure

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via <https://www.careersandenterprise.co.uk/contact-us/>

Approval and review

Approved [date] by Governors and Trust: February 2023

Next review date: February 2024