



CUNDALL MANOR SCHOOL

Careers Policy 2026

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CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE POLICY (CEIAG)

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Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Cundall. Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to 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 program has a whole-school remit designed to complement the rest of the school curriculum.

This policy sets out how career activities are delivered at school and explains what students, parents, staff and Governors can expect from the careers programme.

Aims and Objectives

The Cundall Manor careers programme aims to:

- Encourage students to be ambitious, broaden their horizons and explore their own career aspirations throughout their life at school
- Ensure students' readiness to take their next step in their learning or career.

The objectives of the Cundall Manor careers programme are as follows:

- Helping students to understand the changing world of work
- Facilitating meaningful encounters with employers for all students
- Supporting positive transitions into post-16 education
- Enabling students to develop the research skills to find out about opportunities
- Helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- Encouraging participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contribute to strategies for raising achievement, particularly by increasing motivation.
- Adhere to the Gatsby Good Career Guidance Principles.

Pupil Entitlement

All students are entitled to be fully involved in an effective CEIAG programme.

Students are encouraged to take an active role in their own career development, so the school emphasises student participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills.

During their time at school, all students can expect:

- The support they need to make the right choices in Aram, Swale, Leckby, Eldmire and Thornton
- All pupils follow a Careers Plan supported via the careers platform Unifrog. This is up-to-date and unbiased information on future learning, training and careers information. This is delivered through dedicated careers sessions in PSHE and Careers Mornings in the Senior School. All pupils have their own Unifrog account throughout Senior School. The spiral curriculum provides a careers programme with clear learning outcomes.
- To hear from a range of education and training providers, including colleges, universities and apprenticeship organisations (this takes place in a biannual programme alternating between a Careers Fair and Sixth Form Providers Evening and through the Unifrog Platform);
- 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
- Access to one-to-one guidance
- The school to keep parents informed of their progress and provide parents with information to support students' career planning and decision-making.

Parental Involvement

Young people do not make career decisions in isolation, and parents can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in careers, wherever possible.

Events for Parents

Parents are invited into school to discuss their son/daughter's progress, on Parents Evenings.

In addition, specialist events for parents include Leckby Information Evening, Sixth Form providers evening along with both Eldmire and Thornton Parents evenings

Parents are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

In addition the Headteacher meets with each parent & pupil in Thornton to discuss predicted grades, future destinations and subject/course choices.

Delivery of the Careers Programme

Aram, Swale and Leckby

Key activities: Leckby options choices and raising career aspirations

Pupils cover personal skills, self-confidence and self-esteem, personal qualities and personal achievements. They also cover communication with a focus on active listening, persuasion, negotiation and motivational speaking.

Activities will support the options process, which takes place in Leckby.

By the end of Leckby, all students 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
- Receive support to make the right KS4/GCSE choices, including assemblies, parents events, meeting with senior staff at school and the option of a careers meeting.

Eldmire

Key activities: Work experience

Lessons include preparing to find and carry out work experience placements; CVs and understanding post-16 options.

By the end of Eldmire, all students will have had the opportunity to:

- Develop their self-awareness, including writing a CV
- Experience at least one week in the workplace
- Be challenged in a mock interview setting
- Learn about the different Post-16 pathways via careers fairs, impartial IAG from post-16 providers and support from leaders in their field.

Thornton

Key activities: Post-16 applications

Pupils will get support to apply to future destinations; attend an individual meeting along with their parents to discuss academic progress, different post-16 pathways and key considerations when choosing post-16 options.

By the end of the Michaelmas Term in Thornton, all pupils may have had the opportunity to:

- Use a range of sources of information (with support, as required) to explore Post-16 options
- Attend events where they can speak to schools, colleges and training providers
- Completed a 'future schools' meeting with the Assistant Head and the Head

By the end of the Lent term, Thornton, all pupils may have had the opportunity to:

- Develop their self-awareness
- Apply for Post-16 options and back-up plans, as necessary
- Continue to develop the skills needed for a successful transition

Post 16 and Careers Event

Biannually, the school gives pupils of the Senior School a chance to meet and talk to all the local college and sixth forms to see what courses are on offer. On the alternate year, we have speakers from a range of careers to speak with pupils and answer their questions in small groups.

Career Information

Career information is available through the careers section of the library and through relevant displays and noticeboards within Form rooms or cascaded via Form Tutors.

External Providers

A range of external providers are invited into the school to support the careers programme. These might include local sixth forms, training providers, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability.

Resources

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

Equal Opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. 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 and hard and soft outcomes for students.

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

- Pupil feedback on their experience of the careers programme and what they gained from it
- Staff feedback on lessons, mock interviews , etc
- Gathering informal feedback from parents
- Pupil destinations post-16.