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Policy Ref: 03-13

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Responsible Governor: Charlotte Johnston

**Statement of Policy:** *It is the policy of Windlesham House School to ensure that all pupils of secondary school age receive accurate, up-to-date careers guidance.*

This policy should be read in conjunction with the government guidance: [Careers guidance and access for education and training providers 2018](#)

### Aims

All pupils from years 6 to 8 at Windlesham House, receive accurate, up-to-date careers guidance that:

- ***Is presented in an impartial manner***  
Staff display no bias or favouritism towards a particular education or work option.
- ***Enables them to make informed choices about a broad range of careers options***  
This will also include appropriate and timely advice for future school careers. Please note that careers options will not be restricted to those that are available in a certain faith community;
- ***Helps to encourage them to fulfil their potential***  
The school will help the pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work. Pupils will learn about different career opportunities. The school will work to prevent all forms of gender-stereotyping in any careers advice given to the pupils, and will ensure that girls and boys from all different backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily for one or other of the sexes. For further information, please refer to the [Equality Act 2010](#) which gives advice for schools.

### Procedure

Through the delivery of the PSHE curriculum, pupils will receive careers education throughout their time at Windlesham House. All pupils from years 6 to 8 will receive informal and impartial careers guidance as well as focusing on their own strengths and weaknesses.

## Year 6

### **Learning Objectives**

- To help others to achieve their goals
- To identify areas that motivate a pupil to work.
- To work hard to achieve their own dreams and goals
- To recognise achievements and to access opportunities
- To know what some people admire about them and to accept their praise
- To give praise and compliments to other people when recognising their contributions and achievements

### **Outcomes**

- The children will understand how they can support others and work with them to be successful.
- The children be excited and motivated about their learning by linking and embedding in the curriculum strong connections between education and the world of work.
- The children will have their horizons broadened and aspirations raised.
- The raising of standards of achievement and attainment for all children will occur.
- The children will learn more about their own talents and abilities and greater confidence will be instilled.

## Year 7

### **Learning Objectives**

- To recognise their own identity as a learner, preferred style of learning and to develop study, organisational, research and presentation skills.
- To recognise the benefits of being ambitious and enterprising in all aspects of life.
- To recognise, clarify and if necessary challenge their own core values and how their values influence their choices.

### **Outcomes**

- The children will have a better understanding of their own learning style and make targets to help with revision for upcoming exams.
- The children will understand their own values and begin to think about how these influence the choices they make.

## Year 8

### **Learning Objectives**

- To learn about different work roles and career pathways, including clarifying their own early aspirations (next school).
- To recognise that they have the same rights to opportunities in learning and work as all other people; to recognise and challenge stereotypes; and/or family or cultural expectations that may limit their aspirations.
- To recognise the benefits of being ambitious and enterprising in all aspects of life.
- To identify own strengths, interests, skills and qualities as part of the personal review and planning process, including their value to future employability and strategies for further developing them.

### **Outcomes**

- The children will be able to identify their areas of strength.
- The children will gain an understanding of their choices at 14+, 16+ and 18+.
- The children will identify skills required for desired jobs.
- The children will understand why it is important to be ambitious.

- The children will understand what a CV is and the benefits of starting to write one now.

### **Career Advice Activities Years 6 to 8**

1. Invite volunteers from the world of work to visit and chat with children
2. Deliver career-related learning programmes that help children connect their subject learning to the opportunities now and in the future
3. Organise career-related learning trips e.g. to a workplace, museum or university
4. Make good use of online learning materials in the classroom such as games, videos, role play, and individual/ group activities
5. Explore the diverse routes adults have taken to get their current job e.g. vocational (Inc. apprenticeships), academic, starting their own business etc.
6. The library is well stocked with books that challenge stereotypes.

Careers displays are located around the school relating to further education and possible career paths.

All pupils can turn to any teacher of their choosing to look for advice. However, the Head of PSHE is available for consultation both by pupils and staff.

Visiting speakers - the school also runs a programme of lectures which is open to all pupils the school calls this Knowledge Night. The aim is to inspire the pupils and broaden their horizons, whilst introducing them to a range of careers which they may not previously have considered. (Please note, Information on the speaker or institution must be provided and checked in advance. The member of staff booking the speaker must carry out a risk assessment to be approved by the Head. This must align with the ethos of the school and to British values, taking the radicalization and extremism 'Prevent Duty' into account.)

### **Saturday Morning Curriculum Enhancement**

#### ***The Windlesham Challenge***

The Windlesham Challenge for years 4 to 6 is an opportunity for pupils to work towards subject based awards in various academic and creative subjects. Awards will be undertaken in four week blocks and will culminate in either a Windlesham badge or a recognised external award (e.g. Blue Peter Badge, RSPB award etc.).

The programme will help to inspire and engage our pupils in new ways, broadening their horizons and creating opportunities, while giving a platform to learning new skills and participating in exciting activities.

The Windlesham Challenge will play a huge part in our commitment to nurturing and developing each child's potential whilst unearthing new passions and abilities.

The Windlesham Challenge will allow pupils to develop their reading, writing, mathematical, social, physical and oral skills in a new, exciting and engaging way ensuring higher level, targeted learning without them even realising! In addition, skills such as confidence, resilience, risk taking, effective communication, teamwork and leadership.

Character education is an essential part of our overall provision at Windlesham and the Challenge will ensure its delivery in a gradual, enjoyable and accessible way for all pupils.

Additionally, the skills mentioned are all fully transferable into pupils' learning habits and their weekly lessons, and will help them achieve their potential in all spheres of school and working life.

The Challenge programme will encompass the following four key areas: Creative Expression, The Great Outdoors, Local and Global Responsibility and Body and Mind. All these areas are relevant to the world of work and will help children link their personal experiences to the outside world.

### ***The Windlesham Diploma***

The Windlesham Diploma is a bespoke two-year course (an abridged version for the 1s will be in place for 2020-21) followed by all pupils in years 7 and 8.

It is unique to Windlesham and designed to equip our pupils with the skills and attributes required to flourish at their senior schools and life beyond especially in the world of work.

It is studied alongside the standard ISEB 13+ curriculum and Common Entrance examinations but aims to enhance those studies by encouraging pupils to adopt the Windlesham Values throughout their learning to become accomplished, confident and resilient young people with well-developed communication and critical thinking skills.

Each pupil will keep a weekly journal of their studies and reflect on their development through self-evaluation. Form teachers and House Parents will, of course, oversee each individual pupil's progress.

Pupils' progress and achievement will be recognised through a system of continuous assessment and at the end of the two years, each pupil will be awarded the Windlesham Diploma at either pass, merit or distinction to recognise their personal development and achievement.

The Windlesham Diploma will cover four areas of study:

- Leadership and Team Spirit
- Personal Development and Life Skills (incl. entrepreneurship)
- Community Responsibility
- Outdoor Education.

### **Review**

This policy will be reviewed and updated a minimum of every two years.