

# WINDLESHAM HOUSE SCHOOL

## POLICY: FUTURES (CAREERS)



Approved: 13 November 2023

Next Review Date: November 2025

Policy Ref: 03-09

Responsible Member of Staff: Pippa Sutcliffe

Responsible Governor: Charlotte Johnston

**Statement of Policy:** *The futures policy at Windlesham House School aims to ensure that every child has age appropriate provision and guidance for the next stage in their school journey in addition to ensuring that all pupils of secondary school age receive accurate, up-to-date careers guidance.*

This policy should be read in conjunction with the following DfE publication: [Careers guidance and access for education and training providers - January 2023](#)

### Aims

1. All pupils receive age-appropriate provision, support and preparation for the next stage in their educational journey. This includes the following areas:
  - a. Academic
  - b. Emotional and well being
  - c. Activities and Recreational
2. All pupils in Years 7 and 8 at Windlesham House receive accurate, up-to-date careers guidance that:
  - a. ***Is presented in an impartial manner***  
Staff display no bias or favouritism towards a particular education or work option.
  - b. ***Enables them to make informed choices about a broad range of career options***  
This will also include appropriate and timely advice for future school careers.
  - c. ***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, thus encouraging and supporting them to fulfil their potential. 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 ([Equality Act 2010](#)).

### Vision and Purpose

The vision and purpose of this policy is to support the aspirations of all pupils and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in their immediate and longer term futures. We aim to meet [Gatsby benchmarks](#), including Careers education across the curriculum, integrated into subject teaching and learning opportunities, as well as providing specific and distinct Careers Education throughout Years 7 and 8.

## **Provision**

Through the delivery of the PSHE curriculum, pupils will receive age appropriate careers education throughout their time at Windlesham House. All pupils from Years 5 to 8 will receive timetabled lessons in preparation for their next steps centred around future school preparation (study skills, interview practice, team tasks) and the skills required for the world of work, for example, leadership skills, entrepreneurship, financial planning.

In addition to this, our Futures programme includes a range of further opportunities and experiences for our Key Stage 3 pupils specifically designed to support their careers education. Such as visiting speakers and diploma dialogues, trips to an external careers activity event and an internal careers fair.

## **Pre-Prep**

Pupils in the Pre-Prep receive weekly PSHE lessons taught by their class teacher which supports their development of life long skills such as collaboration, empathy, teamwork and an awareness of differences.

Each pupil is supported in preparation for the move to the next academic year through taking part in departmental activities, cross year group activities and a well-planned familiarisation day in the term before they start the new year group.

Pupils in Year 2 enjoy visits from their new prep school form teachers in addition to joining in with the whole school familiarisation day.

## **Junior Prep Phase**

Pupils in Years 3 and 4 continue to receive weekly PSHE lessons with their form teachers building on the skills and experiences from the Pre-Prep years.

The pupils have the opportunity to take part in an extensive range of activities after school each day which further enable them to experience learning in areas of particular interest. The pupils in Years 3 and 4 can also join our Saturday enrichment programme; the Windlesham Challenge. The Windlesham Challenge enables pupils to further their skills in areas such as STEM, coding, outdoor endeavours, basic first aid, various sports, creative activities, music and dance.

Pupils in the Junior Prep Phase are supported in the move to the next year group through phase activities and assemblies, house meetings and the whole school familiarisation day.

## **Middle Prep Phase**

Pupils in Years 5 and 6, whilst receiving the opportunities open to the younger children in the school, also begin their preparation for senior school through weekly timetabled study skills lessons. These encompass methods and techniques for ISEB pre-tests, research and independent study skills, interview practice, collaboration and teamwork. Pupils assess their own learning styles, present to a range of audiences and become confident in individual and group interview situations. We provide mock assessment days to support the pupils further as they experience their senior school preparation and these include group challenges, individual interviews and taught lessons.

## **Senior Prep Phase**

### **Year 7 and 8 Provision and Career Opportunities linked to the Gatsby Principles**

**Benchmark 1: A stable careers programme** - Windlesham Diploma and Futures Programme  
The Saturday morning Diploma enrichment programme (part of the wider Windlesham Diploma) is open to children in Years 7 & 8 and offers extended opportunities for leadership, skill development and personal impact projects. In addition, pupils benefit from further sessions centred around managing stress and anxiety, planning for the transition to senior school, GCSE options and university pathways, apprenticeships and technical education routes.

Further information of the Windlesham House Diploma and Futures programme can be found [here](#)

The Futures provision at Windlesham House School sits within the Personal Development Department and encompasses:

- elements of the taught 'Windlesham Diploma' curriculum
- the Diploma Dialogues speakers' programme
- departmental foci on potential careers
- individual one off sessions with pupils based around skills and options for the future.

### **Benchmark 2: Learning from career and labour market information**

It is the responsibility of departmental heads to ensure that pupils have up to date access to information linked to the careers market, including career paths followed by our Windlesham alumni. Displays in each department showcase the potential careers which stem from the subject areas and staff identify pupil strengths and support their choices of future schools.

### **Benchmark 3: Addressing the needs of each pupil**

Through rigorous tracking and monitoring, class profile documents enable staff to provide bespoke opportunities for each individual pupil. These working documents support the delivery of lessons to meet the needs of each pupil. In addition, our SEND / EAL and GATE (Gifted and Talented Enrichment) registers identify further opportunities for support and enrichment. Staff offer clinics and experiences such as field trips and senior school subject visits. Pupils who show interests or skills in a chosen area are supported by subject specialist staff and their timetables will reflect that, for example pupils identified for scholarship pathways. Year 7 and 8 form tutors and the Senior Prep Phase Leader in conjunction with the Deputy Head (Academic) are responsible for fully preparing the pupils for their individual next steps and journey beyond Windlesham House School.

### **Benchmark 4: Linking curriculum learning to careers**

The Windlesham Diploma lessons offer a distinct careers focus. The pupils learn skills to enhance employability whilst also experiencing teaching which links to our Learning for Life curriculum. The learning for life curriculum is covered through four main components:

- Leadership and Team Spirit
- Personal Development
- Outdoor Education
- Community Responsibility

### **Benchmark 5: Encounters with employers and employees**

The summer term calendar includes a careers fair where pupils can meet with industry specialists in addition to attending sessions based on application writing and interview techniques. Visiting speakers throughout the year further enrich the Senior Prep career provision and give pupils an opportunity to hear first-hand about a range of career options.

### **Benchmark 6: Experiences of workplaces**

Whilst our Year 7 and 8 pupils do not undertake work experience, our pupil leadership team offers opportunities for the pupils to take part in leading school council meetings, house meetings and our pupil voice sessions. They have responsibilities for supporting the staff during open days and school in action mornings in addition to taking on further responsibilities linked to specific skills and interests. Our year 8 pupils also enjoy an immersion session linked to the court system and take roles in the prosecution and defence systems.

### **Benchmark 7: Encounters with further and higher education**

Through a range of workshops and visiting speakers, pupils experience individual and group sessions centred around GCSE choices and preparation for senior school. University lecturers are also part of the visiting speaker programme.

### **Benchmark 8: Personal guidance**

As with Benchmark 3, pupils have access to staff who support their individual pathways. Form tutors, phase leaders and members of the Senior Leadership team offer 1-1 sessions with pupils about each next step of their academic and career development pathways.

Throughout Years 7 and 8 pupils also continue with taught PSHE lessons which include career specific elements.

**Review**

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