



HORNCHURCH
HIGH SCHOOL

EXCELLENCE FOR ALL

Hornchurch High School – Careers Policy

SCHOOL NAME:	HORNCHURCH HIGH SCHOOL
DATE OF ADOPTION:	01/11/2025
DATE OF NEXT REVIEW DUE:	01/11/2026
CHAIR OF GOVERNORS SIGNATURE:	L. Hall
HEAD SIGNATURE:	S.MADHVANI

Introduction

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed choices between the ages of 14-19 and beyond. Schools now have a statutory duty to provide careers education to Years 7-11 and to give students access to independent, impartial careers guidance in Years 8-13 (DfE Statutory Guidance, 2024).

At Hornchurch High School, Careers Education, Information, Advice and Guidance (CEIAG) is a fundamental element of our student support offer. An effective careers programme enables our students to prepare for the opportunities, responsibilities and experiences of life. Our careers programme aims to develop the knowledge and skills students need to make well-informed, realistic decisions and manage transitions at key points in their education and career journey.

This policy outlines how career-related activities are delivered and what stakeholders can expect from the school's careers programme, in line with the updated Gatsby Benchmarks (2024) and DfE guidance.

Aims and objectives

Our aims are:

- To provide an inclusive, stable and effective careers programme that raises student aspirations.
- To encourage students to be ambitious, broaden their horizons and explore their career interests and potential.
- To ensure students are equipped and ready to take the next step in their education, training or employment.



Our objectives are:

- To help students understand the changing world of work.
- To provide meaningful encounters with employers and the workplace for all students.
- To support positive transitions at post-16 and post-18.
- To develop students' research and decision-making skills.
- To equip students with the skills, attributes and knowledge required to succeed in work and life.
- To promote continued learning through apprenticeships, further education and higher education.
- To promote equality, inclusion, challenge stereotypes and support social mobility.
- To contribute to school-wide strategies for raising achievement and motivation.

Programme Overview

The Hornchurch High School careers programme is:

- Personalised and progressive to meet the needs of each student.
- Mapped against the eight updated Gatsby Benchmarks of Good Career Guidance (2024).
- Delivered through PSHE, curriculum subjects, assemblies, off-timetable days and enrichment activities.



HORNCHURCH
HIGH SCHOOL
EXCELLENCE FOR ALL

Gatsby Benchmarks

#	Benchmark	Description
1	A stable careers programme	An embedded, whole-school strategy that is accessible and communicated clearly to all stakeholders.
2	Learning from career and labour market information	High-quality, localised LMI is made available and regularly updated. Students are taught how to interpret and act on this information.
3	Addressing the needs of each student	CEIAG activities are tracked, personalised and informed by individual student needs, interests and progression routes.
4	Linking curriculum learning to careers	All subject areas identify opportunities to embed career learning and connect curriculum content to job sectors and pathways.
5	Encounters with employers and employees	Annual, quality-assured opportunities for students to engage with professionals across a diverse range of sectors.
6	Experiences of workplaces	Structured experiences (including 2-week work experience) to explore workplace environments and career roles.
7	Encounters with further and higher education	Systematic engagement with providers to explore academic and vocational pathways, including T Levels and apprenticeships.
8	Personal guidance	Access to ongoing, impartial careers guidance from a qualified adviser at key transition points.



The staff and Governors at Hornchurch High School recognise that Career planning is not limited to just one stage in life. For this reason, careers education and guidance aim to develop career management skills which students can draw on at each stage of their careers planning. The CEIAG programme is continually evaluated to improve effectiveness.

Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centric, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents or carers. The programme will promote equality of opportunity and be fully inclusive.

Our CEIAG programme will:

- Provide explicit links to the curriculum via careers learning within subject areas.
- Provide totally impartial and up to date information through close working links with careers professionals, employers and FE/HE institutions.
- Challenge stereotyping, deal with prejudice and discrimination, use of skills of assertiveness and negotiation and encourage students to widen their careers ideas.
- Reflect the changing nature of todays and tomorrow's world of work.

Parental involvement

Young people do not make career decisions in isolation and parents/carers 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 the careers programme, wherever possible.

Events for parents include:

- Parent consultation evenings, review days and options events.
- Access to the student's career action plans.
- Invitations to attend careers interviews and related events.
- Regular updates via the school website, letters and social media.



Delivery of Careers Programme

Leadership and Management

The Careers programme is managed by the Careers Leader who works closely with members of SLT, Heads of Department, Heads of Year and the school careers advisor to ensure a coherent and joined up approach to CEIAG. This area is supported by a link governor.

Staffing

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Additionally, personalized Careers Advice and Guidance is provided by the Schools Careers Advisor in year 10 via one-to-one interviews. These interviews are impartial, designed to be appropriate for the student's stage of career planning, will be provided on a reactive and proactive basis and will complement the other careers activities in school.

Careers Resources

- A dedicated careers section is available on the school website.
- Careers information and advice is available in physical and digital formats

External Support

The school accesses support, expert advice and information from a variety of employers, educational providers and professional organisations through visits by students and staff to workplaces, educational establishments, conferences, workshops, taster days and exhibitions. Additionally, external support is invited into school to contribute to curriculum learning off timetable days and the assembly programme.

Equal Opportunities

We aim to ensure that all students:

- Access tailored CEIAG support.
- Have high aspirations irrespective of background.
- Receive early, targeted interventions where appropriate.
- Work with the SENCo and pastoral team where additional support is required.



Monitoring, Evaluating and Review

The careers programme is regularly monitored using both qualitative and quantitative methods:

- Student and staff feedback.
- Parental and partner input.
- Quality assurance of careers sessions.
- Destinations tracking.

Annual reviews are used to adapt and improve provision, ensuring compliance with statutory guidance and continuous development.

References

- DfE Statutory Guidance (2024): [gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools](https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools)
- Updated Gatsby Benchmarks: www.gatsby.org.uk/education/good-career-guidance
- Career Development Institute Framework: www.thecdi.net
- Careers & Enterprise Company Resources: www.careersandenterprise.co.uk