



CHIPPING NORTON SCHOOL

Careers Education Information Advice and Guidance (CEIAG) Policy (STATUTORY)

Date reviewed:	September 2025
Next review:	September 2027
Member of staff responsible:	Simon Parker (Careers Lead)
Committee:	Local Governing Body

Purpose of the policy

Chipping Norton School is committed to career, employability and enterprise learning and development and to fulfilling our statutory obligations to all students. We ensure that all students also have access to independent, accurate and impartial information, advice and guidance. (2011 Education Act). Our students in Years 7 to 13 are provided with a comprehensive programme of careers education, information, advice and guidance (CEIAG) and work-related learning (WRL). The school's careers programme takes account of our location and specific contextual factors.

Our vision is to unlock potential in our students, raising aspirations, preparing students for the world of work that is changing at an exponential rate.

All students at Chipping Norton School take part in a CEIAG programme that:

- Aims to inspire as well as inform and guide students.
- Is centred around the student and their needs.
- Is integrated into the students' experience of the whole curriculum.
- Encourages all students to consider their career throughout Key Stage 3, 4 and 5.
- Encourages all students to develop decision making skills.
- Provides each student with high quality, impartial advice.
- Raises aspirations and promotes equality and diversity.

The CEIAG programme at Chipping Norton School follows the principals of the Gatsby benchmarks, which set out a framework of good practice:

1. Provide a stable careers programme.
2. Provide learning from career and labour market information.
3. Address the needs of each student.
4. Link curriculum learning to careers.

5. Provide useful encounters with employers.
6. Provide experience of workplaces.
7. Offer encounters with providers of further and higher education.
8. Offer personalised careers guidance.

Commitment to CEIAG

Chipping Norton School is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. CNS is committed to maximising the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

The aims of Chipping Norton School are to:

- Ensure a programme of careers education and guidance is in place that meets the needs of all students.
- Ensure that students are aware of the full range of career opportunities available.
- Learn from employers about valued workplace skills and have first-hand workplace experience.
- Offer an excellent programme of advice and guidance delivered by qualified advisers.
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths.
- Give providers of technical education and apprenticeships the opportunity to talk to all pupils.
- Ensure students have at least one meaningful encounter with employers per year.
- Prepare students for the transition to life beyond secondary school.
- Support students in making informed decisions about their career.
- Support inclusion, challenge stereotypes and promote equality of opportunity.
- Be informed by both local and national developments and therefore retain credibility and relevance.
- Develop and sustain high quality links with local businesses, further and higher education providers.

CEIAG Provision within the school curriculum

At CNS, there is a planned programme of learning experiences within the PSHCE (Personal, Social, and Health & Citizenship Education) curriculum as part of year 7-11 students' entitlement to CEIAG. The programme of activities in year 12-13 is delivered during tutor time, year group assemblies and speaker periods.

(For more details, see CNS – The Careers Pathway.)

Students with Special Educational Needs or Disabilities SEND / EHCP

Transition from one key stage to another and onto future careers is included as part of the annual review process for a student with an EHCP. Personalised support from the SENCO, Careers adviser and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding/Looked After Children

Students who are disadvantaged and or need more support are prioritised and where appropriate are given additional support. For example, the Morrisby careers diagnostic tool.

NEET prevention

Use of the RONI list to identify, prioritise and provide additional support to students is reviewed annually. Ongoing work with external providers such as Back on Track are used where needed.

Management, Monitoring and Evaluating

A member of the SLT, Alan Trainer has strategic responsibility for CEIAG, with the Careers Lead Simon Parker responsible for the delivery of the careers programme. Additional support comes from Clare Davison in the 6th Form and also administration support from Felicity East. CNS also employs Judith Knowles a Level 6 qualified careers advisor. A link governor John Obrien further supports the careers provision and strategy.

Destination data of students leaving school at both 16 and 18 is reviewed carefully every year to help improve the CEIAG programme to students.

The CEIAG programme is also monitored and evaluated annually through discussions with key staff and feedback from students and parents.

Training and Development

To maintain the continuous development of the CEIAG provision at the school, CNS ensures the continual professional training and development of relevant staff.

School – Employer Engagement and Opportunities

At Chipping Norton School, we are delighted to already have many positive relationships with local employers, but we are always looking to form new partnerships for mutual benefit. We realise the vital role local business can play in developing our students' life skills, contributing to the curriculum and supporting our student's future employment prospects.

If you would like any further information about getting involved with supporting young people, please do not hesitate to contact our Careers Lead Simon Parker Tel: 01608 656892 Email: sparker@chippingnortonschool.org.

Management of provider access requests

A provider wishing to request access should contact: Simon Parker, Careers Lead, Tel: 01608 656892 Email: sparker@chippingnortonschool.org.