Great Marlow School

Excellence • Compassion • Integrity

Careers Policy
2026 2027

Recommended by the Leadership Team:	September 2026
Approved by GMS Governors:	TBC
Adopted by GMS Governors:	TBC
Review Due:	Autumn Term 2027

There are changes to this policy

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Great Marlow School Careers Education Information Advice and Guidance (CEIAG) Policy

1. Introduction

Careers education, information, advice and guidance is an essential part of the support offered to pupils at Great Marlow School. Through a planned programme of activities, the school seeks to help pupils make decisions and plan their careers, both in school and after they leave. With a focus on raising the aspirations and achievement of our pupils and equipping them with the skills, attitudes and knowledge to lay the foundation for managing their lifelong learning and career.

Vision and Values

This policy is underpinned by our long-term vision and core values, which seek to provide our pupils with opportunities which enable them to realise their potential so that they can progress to their next stage of life fully equipped with the knowledge, skills and decision-making tools to make well informed, ambitious and confident choices about their next steps and to become effective members of society.

2. Statutory Requirements and Expectations

The careers provision at Great Marlow School is in line with the school's legal obligations as set out in the statutory guidance from the Department for Education (DfE) (June 2026) issued under section 45A of the Education Act 1997.

The guidance refers to:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008
- The Skills and Post-16 Education Act 2022
- The Education (Careers Guidance in Schools) Act 2022

Since September 2022 all state funded secondary schools must secure independent careers guidance from Years 7 to 13.

From 1st January 2023 the provider access legislation has been strengthened, so all students from Year 8 to Year 13 have at least six opportunities to meet a range of providers of approved technical education qualifications and apprenticeships.

3. Gatsby Benchmarks

Commitment

Great Marlow School is committed to providing a programme of careers activities developed in line with the eight Gatsby Benchmarks of good practice and to meet the requirements of the Department for Education's statutory guidance 2025.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

We aim to achieve this by:

- Providing good quality independent and impartial advice to students that inspires and motivates them to fulfil their potential.
- Providing advice and guidance in the best interests of the student.
- Linking curriculum learning to careers learning.
- Providing opportunities to engage with a wide range of employers, training providers, local colleges and other providers as well as providers of higher education.
- Supporting inclusion by challenging stereotyping and promoting equality of opportunity.

4. Provision and Entitlement

Provision

The current careers programme is delivered through a combination of methods; tutor led sessions, assemblies, work experience, off timetable sessions, trips and visits and one-to-one guidance. Careers lessons form part of the RSHE programme and careers learning is incorporated throughout the curriculum.

Careers information is available through Unifrog, an online platform which provides access to information on apprenticeships, the labour market, career pathways and UCAS applications.

- Key Stage 3 pupils develop personal, social and employability skills. Parents, carers and pupils are provided with information when choosing options for the next key stage.
- Key Stage 4 pupils continue to research pathways for post-16 and future careers. Presentation skills, CV and letter writing, together with interview skills, are developed. This includes work experience at a self-arranged placement. A-level options are supported by a Sixth Form Open Evening. Individual meetings with a qualified careers advisor provide further guidance on next steps.
- Key Stage 5 pupils attend a series of careers talks that are delivered by universities and employers. Support is provided with applications to higher education through UCAS as well as alternatives to university. Students receive further support with applying for jobs, personal branding and interview skills.

Individual careers meetings, with a qualified careers adviser, are available.

Additionally, there is an annual careers fair involving university, further education, apprenticeship and employer representatives, which pupils from Year 9 upwards can attend.

Entitlement

Pupils are entitled to CEIAG, which meets professional standards of practice and is both personalised and impartial. It is integrated into the whole curriculum and based on a partnership with pupils and their parents and carers.

The careers programme is designed to meet the needs of students at Great Marlow School, ensuring progression through activities appropriate to students' stages of career learning and development, whilst being structured to raise aspirations, challenge stereotypes and promote equality and diversity.

Pupils with Special Educational Needs and Disabilities (SEND)

- Transition between key stages and careers is part of action planning for students with SEND.
- Personalised support from the SENCO, Careers Adviser, support staff and external agencies will be used where appropriate.

Pupils in Receipt of Pupil Premium

- Personalised support will be given to these students, and they will receive prioritised appointments with the careers adviser.

Parents and Carers

Parental engagement is encouraged at all stages: we recognise the important role that parents and carers have in their child's career development. Parents and carers are kept informed about careers activities through letters, newsletters and open evenings and are welcome to contact staff with any information requests.

Parents are encouraged to become involved in the careers programme by taking part in events.

Online resources have been chosen to help parents be more involved and are made available on the school website. Parents have access to Unifrog, which provides up-to-date information.

5. Management and Delivery / Information, Advice and Guidance

Great Marlow School recognises the importance of implementing effective arrangements for the management and delivery of the programme.

The Trustees

The Trustees will ensure that the school has a clear policy on Careers Education, Information, Advice and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- Based on the eight Gatsby Benchmarks
- Meeting the school's legal requirements

The Trustees will ensure that arrangements are in place to allow a range of educational and training providers access to pupils in Years 7 to 13.

An appointed member of the Trustees will take a strategic interest in CEIAG and encourage employer engagement.

Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, relevant CPD will be provided.

The careers leader attends conferences and network meetings to keep up to date with best practice and legislation.

Funding and Resourcing

Funding for careers will be allocated from the school budget at the level needed to achieve the aims of this policy.

Information, Advice and Guidance

The school is committed to ensuring all students have access to independent and impartial information and advice on all pathways, not only higher education. The school is also committed to career guidance delivered by a Level 6 or above careers adviser who upholds the professional standards of the Career Development Institute.

6. Monitoring, Review and Evaluation

The CEIAG programme is monitored and evaluated annually. Reviewing the CEIAG programme takes account of the school's Development Plan to ensure the programme continues to support the school's aims.

The effectiveness of our provision is reviewed via the Compass Plus online evaluation tool, a tool used by schools and colleges in England to support the analysis and evaluation of careers activity against the eight benchmarks of best practice. It ensures that the development of our careers strategy is ongoing.

In addition, feedback on activities is sought from students, staff, providers and parents through questionnaires. Resulting action points will feed into the following year's planning process to ensure they are addressed.

Partnerships

Great Marlow School works closely with local employers and employees, including parents and alumni of the school, as well as further and higher education providers.

The school is part of the Bucks Careers Hub and is supported by the Bucks Skills Hub, which provides an Enterprise Coordinator and two Enterprise Advisors.

Links with Other Policies

This policy supports and is underpinned by key school policies including those for Provider Access, Child Protection, Equality and Diversity, and SEND.