



Great Marlow School

Excellence • Compassion • Integrity

Careers Policy and Provider Statement 2025 2026

Recommended by the Leadership Team:

November 2025

Approved by GMS Governors:

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Adopted by GMS Governors:

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Review Due:

Autumn Term 2026

There are changes to this policy

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

Introduction

Careers education, information advice and guidance is an essential part of the support offered to students at Great Marlow School. Through a planned programme of activities, the school seeks to help students make decisions and plan their careers, both in school and after they leave. With a focus on raising the aspirations and achievement of our students 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 students with opportunities which enable them to realise their potential so 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.

Statutory requirements and expectations

The careers provision at Great Marlow School is in line with the school's legal obligations under Section 42B of the Education Act 1997, and the new legislation introduced through the Skills and Post-16 Education Act 2022 and 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.

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 which 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.

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** students develop personal, social and employability skills. Support and a parent and pupil information are provided on 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 a work experience at a self-arranged placement. A Level options supported by a sixth form open evening are provided. Individual meetings with a qualified careers advisor provide further guidance on next steps.
- **Key stage 5** a series of careers talks 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 students from Year 9 upwards can attend.

Entitlement

Students 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 students 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.

Students 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.

Students 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 have in their child's career development. Parents 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 made available on the school website. Parents have access to Unifrog to provide up to date information.

Management and Delivery

Great Marlow School recognises the importance of putting in place effective arrangements for the management and delivery of the programme.

1. 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 Year 7-13.

There will be a member of the Trustees who takes a strategic interest in **CEIAG** and encourages employer engagement.

2. 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.

3. Funding and resourcing

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

4. 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**.

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 years 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 who provide 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.

Great Marlow School Provider Access Policy Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose of giving information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, and the Skills and Post-16 Education Act 2022 and on page 43 of the guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

Commitment

Great Marlow School is committed to ensuring that there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Great Marlow School is fully aware of the responsibility to set students on the path that will ensure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with statutory duty, and not showing bias towards any route, be that academic or technical.

Great Marlow School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": Supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023)

Student entitlement

All students in years 8 to 13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships- through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the "first key phase" (year 8 to 9) and two encounters during the "second key phase" (year 10 to 11). For students in the "third key phase" (year 12 to 13), particularly for those who have not

yet decided on their next steps, there are two more provider encounters available during this period, which are optional for the students to attend.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Great Marlow School is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Maggie Brunt, Careers Leader.

She can be contacted by telephone or email on 01628 495832 or mbrunt@gms.bucks.sch.uk

Premises and facilities

Great Marlow School will make available an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. The Careers Leader will organise this working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in main reception for the careers section of our library, which is managed by the school librarian. The library is available to all students at break and lunch times.

Live/Virtual encounters

Great Marlow School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend events to meet providers.

Complaints Procedure

Any complaints about this procedure should be raised to Guy Pendlebury, Headteacher (gpendlebury@gms.bucks.sch.uk)

Monitoring and evaluation

The policy is monitored and evaluated annually via the Senior Leadership Team