

# Trafalgar School CEIAG Strategy 2021/22



*UNCRC Article 29 (Goals of Education): Children's education should develop each child's personality, talents and abilities to the fullest.*

## Trafalgar School – Summary Statement

Regardless of their starting point, Trafalgar School students will develop the confidence, knowledge and skills to be successful in the modern world, where leaders are expected to be lifelong learners.

Our vision for Trafalgar School students is to raise their aspirations and help guide them into a wide range of enjoyable career pathways. We want our students to have the courage to step out of their comfort zone. We aim to boost their confidence and resilience in order to allow them to achieve in a competitive job market. Clear information and understanding will ensure our students have the self-knowledge, drive and determination to aim high.

Trafalgar School is proud of its strong focus on careers and employability, its community links and the notable impact these factors have on students in terms of their aspirations and destinations. It is important to make students aware that their school life is a period of preparation and a starting point for their adventures into lifelong careers.

*‘Careers education is extensive across all year groups. Pupils benefit from a variety of careers initiatives, including entrepreneurial activities such as ‘dragons den’ in Year 9. In Year 10, the ‘big interview’ prepares pupils for attending job interviews and, in Year 7, a careers fair introduces pupils to careers in professions and public services. As a result, pupils are increasingly well prepared for the next stage of their education and they are ambitious for their futures.’*

Trafalgar School Ofsted report, May 2018

Having already built up an impressive network of support (which has ensured a wider choice of work experience placements for our students) and a range of expert speakers who are keen to share their experience of the workplace, we intend to ensure a wide range of advice is available for all stakeholders.

The Careers Hub is continually developing, offering a diverse range of resources, information and advice. The vision is for students and staff to be able to access this via the school website or arrange a suitable time for a more detailed 1:1 meeting. Careers provision, information and guidance will be shared and promoted via our website and a linked Governor will ensure that no momentum is lost in this crucial area.

Provision at Trafalgar School is already varied and comprehensive however, we have ambitious plans to ensure that every student is fully supported with planning and managing their lives beyond school to make sure that they progress to challenging, successful careers.

*‘Regardless of their starting point Trafalgar School students will develop the confidence, knowledge and skills to be successful in the modern world, where leaders are expected to be lifelong learners.’*

Trafalgar School CELP Strategy, 2018/19

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## Objectives

- Provide access to impartial, independent and personalised careers education, information, advice and guidance for all students.
- Implement an explicit publicised careers policy and careers curriculum.
- Assign a governor with responsibility for ensuring the school supports students to relate their learning to careers and the world of work from an early age.

## Aims

- A CEIAG delivery plan incorporating careers, employability skills and enterprise education are embedded into the curriculum from year 7 to year 11 and enhanced by Personal Development Days.
- Subject areas will nominate a 'careers champion' who will work with the Careers Faculty to establish links between their schemes of work and the school's CEIAG strategy.
- All students will be provided with appropriate resources to record and evaluate their experiences when engaging with business intervention strategies. This will evolve into their career plan and formulate their CV/electronic profile.
- Students will graduate from Trafalgar with the knowledge and understanding of how education has equipped them with desirable skills, behaviours and attitudes as they progress into adulthood becoming economically aware and demonstrating Trafalgar core values.
- Increase CEIAG presence on the school website which is tailored to mobile and tablet use. This will enable students access to online tools which provide a full range of career information, guidance and development pathways.

## Actions to Date – October 2021

Benchmarks	GATSBY STATEMENT	Trafalgar School – Starting point	Areas for Development/Actions
1. A Stable Careers Programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, teachers, governors and employers	Careers education embedded in the KS3 PSHE curriculum, PD days and WEX, which is regularly reviewed. PSHE has been extended into KS4 providing further opportunity to support careers education and provide bespoke and timely intervention. School Governor for careers is in place to support with raising the profile and development of careers education. 'Careers Compass Benchmark Tool' shows that Trafalgar is exceeding the national average in meeting each of the Gatsby benchmarks.	Devise provision for careers education in KS4 PSHE <ul style="list-style-type: none"> <li>- PSHE Leads, in collaboration with PSHE support network, develop schemes of learning to further enhance provision for careers education in KS4.</li> <li>- PHSE Leads work with the Assistant Headteacher overseeing year 11 to ensure the careers curriculum is bespoke and relevant to students' emerging needs.</li> <li>- WEX database is enhanced post COVID and developed through working with Havant and South Downs, with particular focus on supporting 'T Levels'.</li> </ul>
2. Learning from Career & Labour Market Information	Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	PCC provide a careers adviser who spends 20 days in school interviewing students and offering advice. Parents have been exposed to some local colleges via options evenings, where apprenticeship providers have been present. Developing vocational apprenticeship meetings with PETA and other opportunities to share resources. Virtual Careers Hub' section of the school website to promote careers with links to LMI and study options. <ul style="list-style-type: none"> <li>- links to colleges (Southdown's/Highbury/Portsmouth)</li> <li>- apprenticeship providers (PETA)</li> <li>- Interview preparation</li> </ul>	'Virtual Careers Hub' section of the school website to promote careers with links to LMI and study options is developed to provide information for Alumni Students. 1:1 meetings opportunity for Alumni to ensure students remain in further education and employment.
3. Addressing the Needs of Each Pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.	One to one session with PCC Careers Adviser for all Year 10 and Year 11 students.	Identify techniques we can use to reach all students within the school. <ul style="list-style-type: none"> <li>- via website</li> <li>- via resource centre</li> </ul> Signposting opportunities via Form Tutors will provide support with identification of careers pathways.
4. Linking Curriculum Learning to Careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance	15 different events planned this year related to STEM. 6 aspirational events with planned local universities. Careers boards in every subject advertising potential career path.	Careers month supporting both students and parents <ul style="list-style-type: none"> <li>- careers fair for students and parents</li> <li>- delivery of 'careers lesson' in every subject</li> <li>- prioritise careers advice for targeted students</li> </ul>

	of STEM subjects for a wide range of career paths.		
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Benchmarks	GATSBY STATEMENT	Trafalgar School – Starting point	Areas for Development/Actions
5. Encounters with Employers & Employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	PD Days provide access to employers and opportunities to explore employability/interview skills. These have improved student confidence and problem solving. Year 10 completed 2 weeks work experience with a range of employers. Solomon theatre production to year 9 & 10 students about choices after school and careers pathways. Apprenticeship Bus visit during National Apprenticeship Week.	Move Work Experience launch forwards to allow students greater access to work experience providers. Increase links with local employers through Careers Champions and Enterprise Adviser. Increase KS4 opportunities to meet future employers and further education providers via PD Days and PHSE. Get greater involvement from apprenticeship providers to attend parent’s evenings and Personal Development Days. Introduce ‘Global Bridge’ a digital record of achievement, which allows students to connect with employers and showcase examples of best work.
6. Experiences of Workplaces	Every pupil should have first-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	Year 10 previously have completed 2 weeks work experience with a range of employers developed through our own employer database. Students signposted to the most suitable placements.  ‘Virtual Careers Hub’ on school website enables vacancies with local employers can be advertised.	Increase links with local employers through Careers Champions and Enterprise Adviser. Get greater involvement from apprenticeship providers to attend parent’s evenings. Broaden links on ‘Virtual Careers Hub’ on school website so that a greater range of vacancies with local employers can be advertised (apprenticeships).
7. Encounters with Further and Higher Education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace	Year 10 & 11 assemblies from local colleges. Years 7 - 9 have been involved in 23 activities with local universities and STEM providers.	Developing links with PETA and PCC Apprenticeship Advisers <ul style="list-style-type: none"> <li>- further work required in terms of calendaring events.</li> </ul> College’s need to be encouraged to support schools <ul style="list-style-type: none"> <li>- not gifting courses too early (students become demotivated).</li> <li>- mentoring with Havant and South Downs (ex-Trafalgar) students.</li> </ul>
8. Personal Guidance	Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided that they are trained to an appropriate level. These should be	Form Tutor roles have continued to develop through restorative practice and provides opportunities for discussion and support with both students and parents. Reviewing PCC Careers Adviser role and hours so that more students are seen earlier.	More contact needed from employers and the scheduling of practice interviews. This requires planning and resourcing in terms of time on calendar and rooming’s to accommodate one to one sessions.

	<p>available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs</p>		
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## Trafalgar School Strategy

### Key Strategic Focus

- *Provide access to impartial, independent and personalised careers education, information, advice and guidance for all students.*
- *Expand the careers curriculum offer, embedding this in all subjects and growing the PSHE curriculum into KS4.*
- *Expand the WEX offer in collaboration with Havant and South Downs, supporting the new 'T Levels'.*

Gatsby Benchmark(s)	Objective	SMART goals/Targets/KPI's	Activities	Who?	By when?
3, 5, 6, 8	Every student will meet with an employer to begin learning about the world of work.	100% of year 10 - 11 students will have had a careers talk with a local adviser by July 2022 who will be able to advise them about potential progression routes through college courses or apprenticeships which will help students identify their pathways.	- PCC Careers Advisor will make contact and have frequent appointments on site with students from year 11 in the first instance then progress to year 10.	- Careers Lead (KJE) - Mandy Hoddigon PCC - External Employers conducting mock interview days.	July 2022
		100% of years 9 -10 will have developed an action plan with support from their tutor to identify their next steps for 2021. Access through the 'Virtual Careers Hub' to support with this.	- With support, students will have identified an initial career path and have knowledge of the courses or job training that is available to them. - Action plans will include a timeline of events and goals for students to achieve. - This will be achieved through vertical tutoring session where students will have academic and pastoral discussions with tutors.	- Tutors - PHSE Leads  - Student and Tutor	July 2022
		100% of Year 10 students will have had the opportunity to complete a period of work experience by July 2022.	- Year 10 big interview day. - Initial interview with prospective employer. - 10 days work experience.	- Local employers to provide interview experience - WEX employer	June 2022 and ongoing
		100% of Years 7-9 will have received 3 talks from employers during personal development days.	- A range of activities on PD days to allow local employers to visit and interview students. - Opportunities for students to ask questions about careers in a variety of sectors.	- Local employers - PETA Apprenticeships	July 2022
Gatsby Benchmark(s)	Objective	SMART goals/Targets/KPI's	Activities	Who?	By when?



5, 7	Every student will be exposed to the options within further education and apprenticeships.	100% of Year 10 & 11 students will have met with external providers who can advise them about further education and apprenticeships.	<ul style="list-style-type: none"> <li>- Invitation to local colleges to send a representative for options evenings and careers events.</li> <li>- PETA Apprenticeship provider has offered support.</li> </ul>	<ul style="list-style-type: none"> <li>- Careers Lead (KJE)</li> <li>- Mandy Hoddigan PCC</li> </ul>	July 2022
2	Improved communication of careers information and advice to students and parents.	By Jan 2022, the school website will contain a link to the Virtual Careers Hub with links to external advice and labour market information accessible to alumni as well as current students.	- Careers to be LM directly by AHT.	<ul style="list-style-type: none"> <li>- Careers Lead (KJE)</li> <li>- Digital Marketing Manager (SFE)</li> </ul>	January 2022 and ongoing
		Careers advice/ representation will be included in KS4 parents' evenings.	<ul style="list-style-type: none"> <li>- Organise visits from PCC, PETA, Local Colleges, BAE, Navy, other local employers.</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant Headteacher (LCL)</li> <li>- Head of House</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2022 and ongoing
		Students can access up to date careers advice from the school's central 'Careers Hub' at any time of day.	<ul style="list-style-type: none"> <li>- Invest in training for in-house careers advisor role.</li> <li>- Explore possibility of using SUN funding.</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant Headteacher (LCL)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2022
1, 4	Embed careers curriculum across all subjects in the school by July 2022	100% of subjects in the school will have mapped out where careers can be discussed within lessons to link learning to the world of work.	<ul style="list-style-type: none"> <li>- Strategy group comprised of subject leaders to meet and agree how to implement careers across the curriculum.</li> <li>- Develop a whole school approach.</li> <li>- Ensure it forms part of every Department Improvement Plan.</li> </ul>	<ul style="list-style-type: none"> <li>- Deputy Headteacher- Quality of Education (ARA)</li> <li>- Assistant Headteacher (LCL)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2022 curriculum maps show evidence
		75% of students completing a satisfaction survey will be able to identify 4 skills they have learnt that are relevant to the world of work by June 2022.	<ul style="list-style-type: none"> <li>- Student survey after PD days and interaction with employers.</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant Headteacher (LCL)</li> <li>- Careers Lead (KJE)</li> </ul>	Following careers focused PD Day (ongoing 2021-22)
6	All work experience placements are to be handled in house through the Salterns Academy Trust.	WEX database to be expanded in line with support of Havant and South Down's, in line with school growth.	<ul style="list-style-type: none"> <li>- Database developed to include businesses that offer WEX for both pre and post-16</li> <li>- Signposting for T Levels is explicit and suitable WEX placements are found.</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant Headteacher (LCL)</li> <li>- Careers Lead (KJE)</li> </ul>	Sept 2022

## Stakeholder and Employee Engagement

Trafalgar School continues to nurture working relationships with: Barclays life skills; Formaplex; Royal Navy; UTC; Sailing organisations; the police and other front-line services; local colleges and universities and most recently Oxford University. This is in order to explore as many opportunities as possible with our students with the overriding aim of opening their eyes to the world of possibilities before them. We firmly believe in raising students' aspirations through regular experiences outside of the everyday curriculum and our careers provision forms an important part of this.

The half termly newsletter has been the main means of communicating these experiences to parents to date but plans are in place to develop an interactive, careers focussed section on the school website which has been launched in line with the schools' 'Careers Hub'. In addition to this, we plan to train a dedicated member of staff in careers guidance to enable students and parents to access up to date information.

## Monitoring and Evaluation

The careers strategy, which will be updated annually, will be monitored by the Assistant Headteacher for Curriculum who will have core responsibility of overseeing this to ensure Trafalgar School remains outward thinking in its approach to careers. The 'Compass Careers Benchmark Tool' will form a key part in reviewing the provision on offer at Trafalgar School and will support the process of reviewing this annual and planning future careers education.

To support this, careers will feature in Governors meetings (linked to data tracking and NEET reporting) with termly reports expected to enable them to provide the necessary challenge to ensure this initiative does not lose momentum. Governors' minutes will be published on the website for parents and carers to access at any point, as will the updated careers strategy.

## Trafalgar School: Provider Access Policy

*Vision: Regardless of their starting point, Trafalgar School students will develop the confidence, knowledge and skills to be successful in the modern world, where leaders are expected to be lifelong learners.*

### Introduction

This policy statement sets out Trafalgar School's arrangements for managing the access of providers to students at the school for the purpose of giving them 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.

### Student entitlement

All students in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeship 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, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact *Kimberley Jeffrey-Davis, Careers Lead / Lucy Clark, Assistant Headteacher*  
Telephone: 02392 6893521 Email: [kjeffery-davis@trafalgarschool.org.uk](mailto:kjeffery-davis@trafalgarschool.org.uk) / [lclark@trafalgarschool.org.uk](mailto:lclark@trafalgarschool.org.uk)

### Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into Trafalgar School to speak to students and/or their parents/carers. Please note this is a working document and will be updated based on emerging student needs.

**Overview of Baseline Provision**

Year 7	<p><b>Across the Year:</b> School Careers Website. Assemblies / Outside speakers.</p> <p><b>Extra-Curricular offer with careers focus:</b> STEM Club and trips (including university visits). Cypher Club- Southampton University. ULOC Debate and Public Speaking Club. Music Production Club. Activities Week: Navy Bootcamp (PE); university visits; journalism day.</p>		
	<p><b>Autumn:</b></p> <p>English: Goals and Aspirations.</p>	<p><b>Spring:</b></p> <p>PD Day – Kidzania (experiencing the world of work).</p>	<p><b>Summer:</b></p> <p>PSHE: Growth mindset and setting future goals.</p>
Year 8	<p><b>Across the Year:</b> School Careers Website. Assemblies - including outside speakers.</p> <p><b>Extra-Curricular offer with careers focus:</b> STEM Club and trips (including University visits). Cypher Club- Southampton University. ULOCK Debate and Public Speaking Club. Music Production club. Activities Week: Navy Bootcamps (PE); university visits; journalism day.</p>		
	<p><b>Autumn:</b></p> <p>PSHE: Interpersonal skills</p>	<p><b>Spring:</b></p> <p>PD Day - Careers Fair and future life planning.</p> <p>Options Evening and 1:1 Tutor Meetings.</p>	<p><b>Summer:</b></p> <p>UTC Event.</p>
Year 9	<p><b>Across the Year:</b> School Careers Hub Website. Assemblies – including outside speakers.</p> <p><b>Extra-Curricular offer with careers focus:</b> STEM Club and trips (including University visits). Cypher Club- Southampton University. ULOCK Debate and Public Speaking Club.</p>		

	Activities Week: Navy Bootcamp (PE); university visits; journalism day.		
	<b>Autumn:</b>  PD Day - Stock Market Challenge (monetary understanding of profit and loss).	<b>Spring:</b>  PD Day – CSI (including exploration of jobs in forensic science).  Options Evening and 1:1 Tutor Meetings.	<b>Summer:</b>  PD Day - Crime and Punishment (including visit to magistrate’s court and workshop).  STEM Employer Workshop.
Year 10	<b>Across the Year:</b> 1:1 Careers Meetings.  <b>Extra-Curricular offer with careers focus:</b> School Career Hub Website - updated regularly with college / apprenticeship opportunities and next steps. Assemblies - including outside speakers. Activities Week: Military training drills (PE); university visits; journalism day.		
	<b>Autumn:</b>  Girls Network (mentoring programme).  Careers Month - all departments.  College assemblies and stands at Parents’ Evenings.  WEX Evening.	<b>Spring:</b>  PD Day - Financial Management.  PD Day - Oxford University HA visit.  Apprenticeship Bus.  PSHE - writing applications and preparing for interviews.	<b>Summer:</b>  PD Day - The Big Interview.  WEX.  College Taster Days.
Year 11	Follow up career’s meetings: targeted students. School Career Hub Website is updated regularly with college / apprenticeship opportunities and next steps. Assemblies including outside speakers. NEET Programme.		
	<b>Autumn:</b>  PSHE - careers and further education.  College assemblies and stands at Parents’ Evenings.	<b>Spring:</b>  PD Day - Careers and Further Education.	<b>Summer:</b>

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## Careers Strategy 2021-22

The biggest challenge this year has been the impact of Covid-19 on WEX and PD Days. This has substantially limited the opportunities available to students. In addition to this, fulfilling **Gatsby Benchmark 4: *Linking Curriculum Learning to Careers***, which requires subject areas to explicitly reference careers education within their curriculum time remains a challenge.

### Further Developments for 2021-22

Engage with Shaping Portsmouth regarding opportunities to make links with business and industry.

Diarise all careers events in a specified careers calendar to maximise opportunities available to students.

Careers boards updated regularly by staff / students to raise awareness of careers links within each subject area.

T Levels and other new post 16 qualifications are introduced to students through assemblies and to parents through information evenings.

More strategic use of SUN funding: there are lots of opportunities available which this could be used to fund.

Review careers arrangement on PD Days – for example using SUN funding for more off site visits and inspirational speakers.

Alumni page on our Trafalgar School website.

Utilise the opportunities available for parental engagement through workshops and forums.

Build careers education into tutor time activities and expand opportunities for advice and guidance.

Work with Havant and South Downs to share/re-build contacts for our WEX database.

Explore opportunities for our students to take on apprenticeships.

Build stronger links with Careers Hub for sharing best practice.

LCL/KJE to visit Wildern/Priory/Ryde school which has been flagged as a school having outstanding careers provision.