



## **Toot Hill School Careers Education Information Advice and Guidance (CEAIG) Strategy**

### **Vision**

All students on leaving Toot Hill School and Sixth Form College will have the Career Management Skills for life which will include being able to self-reflect on strengths, areas of development and knowledge to navigate a positive career to suit their individual needs. They will have knowledge of the workplace and will be able to self-evaluate and evidence their transferable skills to an employer. They will be proactive to make the most of the opportunities offered to them and will have high aspirations for success. Our students will be positive role models and make a positive contribution to Society. Students will be aware of STEM (Science, Technology, Engineering Maths) and how they are important to the economic growth of the country.

Students will follow the career path that best suits their individual needs and allows them to fulfil their true potential. All students in years 7 to 13 will be provided with independent, impartial careers advice from a variety of sources throughout their time at Toot Hill School and Sixth Form College. The learning will be progressive throughout their time at the School and Sixth Form College.

### **How will we achieve this?**

Toot Hill School and Sixth Form College will commit:

- To deliver quality, effective, impartial CEIAG
- Careers Education lessons to inspire and inform them about a variety of opportunities and pathways.
- To monitor and evaluate all aspects of provision as part of the continuous improvement of the programme.
- To engage students with their own well-being and the importance of having a healthy work/life balance.
- To engage with outside providers of education and training

- To engage with local employers
- To inform parents so they can support and help their children
- To raise aspirations
- To challenge stereotyping
- To promote equality and diversity.
- To encourage students to be active members of the community.
- To ensure staff are sufficiently trained.
- To embed CEIAG in the curriculum
- To put the needs of the students first
- To provide all students with an equal opportunity of progression and success.
- To offer a personal programme for every individual student.
- To deliver the programme through Careers Events, Active Tutoring and during curriculum time.
- To promote The Toot Hill Way and our core values – Belonging, Excellence and Opportunity.
- To promote Character aims by our Pride values - Purpose, Responsibility, Integrity, Determination and Empathy.

#### **How will we measure our effectiveness?**

- Our success will be measured by feedback from all stakeholders (students, parents, staff, Governors, employers, external providers).
- We ensure all students make successful transitions from KS3 -KS4 and from KS4 – KS5 and into Higher Education/employment.
- We record all Year 11 and 13 destinations ensuring that students have sustainable destinations in place.
- Target is zero for NEET.
- Re-accreditation for Career Mark is in October 2025 – Toot Hill have the Gold Award
- Continual tracking of former students career paths via the Alumni.
- The programme is reviewed and evaluated on an annual basis as part of the continuous improvement of the programme.
- The Careers Development Plan is updated on an annual basis.

**Fiona Farmer, Careers Leader**

**September 2025**

**To be reviewed in September 2026**



## **Toot Hill School and Sixth Form College**

### **Careers Education and Information, Advice and Guidance (CEIAG) Policy September 2025**

**School Lead: Fiona Farmer**

**Governor Lead: Karen Waldron**

**Approved**

**Date of next review**                      September  
2026

**Signed by Chair of Governors or Chair of Committee:**

**Date: 5 September 2025**

Toot Hill School | The Banks, Bingham, Nottingham NG13 8BL

Telephone: 01949 875550 | Email: [contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk) | Website: [www.toothillschool.co.uk](http://www.toothillschool.co.uk)

Executive Head Teacher: **Ashfaq Rahman** BSc(Hons), PGDip, PGCE, NPQH, NLE | Head of School: **Sandra Paley** BSc (Hons), PGCE, MEd

Toot Hill School is a member of the Nova Education Trust | Registered in England and Wales—No. 7635510

Registered Office: C19, The Sir Colin Campbell Building, University of Nottingham Innovation Park, Triumph Road, Nottingham NG7 2TU, ENGLAND



National Teaching School  
designated by  
National College for  
Teaching & Leadership

National Support School  
designated by  
National College for  
Teaching & Leadership



## **INTRODUCTION**

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make thoughtful well-informed choices about their 11 -18 pathways and to enable them to manage their careers and sustain employment throughout their lives making a positive contribution to the working world and society.

Effective careers education is impartial and considers young people's personal abilities, needs and preferences. It is motivating and it raises aspiration, by providing clear targets and by encouraging young people to participate in learning and to attain qualifications to reach their full potential.

A clear picture of the current and projected local and national labour market helps to support students' future career intentions and helps inform future education and training plans. Toot Hill School has a duty to provide age appropriate careers education, information from Year 7 to 13 and to give students access to give 1-1 impartial careers advice and guidance.

Careers features as a key part of the Personal Development Curriculum which is complemented by a diverse and extensive character building, enrichment and extra-curricular/extended study programme. Students are provided with a multitude of opportunities to try new things, discover new interests, develop their talents and connect with others more deeply, thus developing their emotional resilience, personal identity and long-term goals.

All students have a Careers lesson for one half term each year in addition to other events and activities that run throughout the year. Students and parents receive an age appropriate newsletter every week and have an account on Unifrog.

All year groups have a guest speaker each year and KS3, KS4 and KS5 have speakers delivering talks about apprenticeships and Technical qualifications too.

Parents are involved throughout KS3, KS4 and KS5 and are invited to attending Information Evenings, Parents Evenings, Careers Fair, Sixth Form Open events and the Year 9 Options Information evening. Parents are involved in each of the key decision-making points in Year 9, 11 and ultimately Year 13.

## **AIMS AND OBJECTIVES**

This policy aims to detail the procedures and guidelines for the delivery and availability of Careers Education and Information, Advice and Guidance (CEIAG). The main aims of the policy are:

- To set out the procedures put into place to ensure that CEIAG is delivered in line with the Career Strategy December 2017. The School and Sixth Form College work towards the Gatsby Benchmarks and the CDI Framework. (The Gatsby Benchmarks have been update in 2025 and any updates will be incorporated in the programme for next year. The School and College has the Careers in Quality Standard- Career Mark Gold in recognition of continuous improvement. We are this year applying for a 10<sup>th</sup> year of Career Mark.

- To develop students' aspirations, self-awareness and participation in CEIAG.
- To encourage students to make good use of resources available to them in order that they can make well informed decisions throughout their school journey and beyond developing Career Management skills for life.
- To enable staff to explore the resources available so that they are able to support students with CEIAG throughout the school, across all teaching staff including (subject teachers, Head of Years/Achievement Coordinators, tutors and SEND team)
- To maintain a good working relationship between the school and outside agencies including the Careers Enterprise Company, Local Partnership Group, the Newark Employability Network, Enterprise Coordinator, Enterprise Adviser and the local community of Bingham. There are a variety of employers who work in partnership with the school, in addition to local Colleges, Apprenticeship Providers and Universities. Toot Hill School offers work experience to all students in Year 10 and 12 and the Health and Safety checking is done through Unifrog.
- Unifrog is an impartial Careers Platform available to students from Year 7 to 13.
- To create mechanisms for feedback from staff, students and parents, Governors about the delivery and availability of CEIAG, so that the procedures and delivery can be continually evaluated and improved via the School Improvement Plan/Career Development Plan.
- To ensure that the Head Teacher, Senior Leaders and Governors are kept up to date on changes in legislation who in turn ensure appropriate resources and budget are in place to deliver the Programme.
- To ensure that all students have the transferable skills required by employers at the end of Year 11. These transferable skills will give them the career management skills they need for their future working life. These transferable skills are embedded in the School standards and the ethos of the School. Students will have at least 7 meaningful face to face encounters with employers from Year 7 to 13.
- To motivate and encourage every student to not only achieve their full potential academically but to also make the most of enrichment opportunities as well as work experience by the end of Year 10 and Year 12. It is the school's duty to ensure that students have the transferable skills and are invested in their personal development before leaving Toot Hill at the end of Year 11 and 13.
- To monitor and evaluate destination information for both Year 11 and 13 leavers ensuring that all students are in sustainable destinations.
- To recruit and invite former students back into Toot Hill School Sixth Form as part of our Alumni network to inspire current students.
- To give all students access to Unifrog and ensure they are trained in its use relevant to their age.

- To provide students and parents with a wide variety of opportunities and Labour Market Information relevant to the age of their child by sending out the weekly Newsletter each week and other communications when needed.
- To promote The Toot Hill Way and our core values – Belonging, Excellence and Opportunity.
- To promote Character aims by our Pride values:- Purpose, Responsibility, Integrity, Determination and Empathy.

The CEIAG policy is underpinned by the School's provision for the Personal Development Curriculum and Pastoral Care including Students Services and Behavioural Support. Students identified as most at risk of becoming NEET, Looked After Children, students receiving Pupil Premium, Free School Meals, EAL and students identified as having Special Educational Needs are all given additional support from specialist teams in school. This is also applicable to Able and Aspiring students. The CEIAG policy has been developed alongside other whole school policies, reinforcing those aims that are appropriate to CEIAG.

The CEIAG policy is underpinned by the following DfE statutory and statutory guidance:

- Careers guidance and inspiration in schools DfE statutory guidance March 2015
- Participation of young people in education, employment or training DfE statutory guidance April 2014
- Careers guidance and inspiration in schools. DfE non-statutory guidance April 2014
- Governors Handbook
- Careers Strategy December 2017 – all Schools to achieve the Gatsby Benchmarks by September 2020.

## **MANAGEMENT AND KEY STAFF**

Senior Leader for the Personal Development Curriculum including Careers is Hannah Rothwell.  
 Careers Leader is Fiona Farmer  
 Careers Assistant is Cherie Roberts  
 Year 13 Destination Coordinator is Spencer Lawrence

## **PROVISION**

The delivery of CEIAG occurs through all curriculum areas and through events which lie outside of the curriculum area. Some events involve all students, while others are targeted to students according to their individual needs or are open to all students who express an interest. Delivery is focussed at key transition points:

- Key Stage 3 – Identifying strengths, self-reflection of transferable skills, exploring career opportunities and making well informed choices for KS4.
- Key Stage 4 - Destination Planning – Work Experience, Mock Interviews, Careers Fair. Exploring all destinations: Sixth Form, FE College, Apprenticeship, Traineeship, T Levels, Technical qualifications with a variety of training provided.

- Key Stage 5 – Destination Planning – Work Experience, Interview preparation, exploring all options: University, Apprenticeship, Employment, GAP year.

The CEIAG programme includes Careers Education as follows: -

- Careers lessons which are embedded into the Personal Development Curriculum programme prepared by the Careers Leader and delivered by tutors
- Reflection on strengths and skills and setting development targets.
- Inspirational Guest Speakers in School covering a variety of careers and pathways – Year 7-13 – in person and via Teams throughout the year.
- Options Information Evening in Year 9 for both students and parents.
- Year 9 Options Taster morning
- Visits to Employers
- Competitions
- Promotion of on-line/virtual opportunities via the Careers Newsletter.
- Year 10 CV writing/Preparation for interview Day
- Year 10 Mock Interview Day – interviews with Employers
- Applications and preparation for Work Experience
- Year 10 and 12 Work Experience
- Work Experience Debrief and reflection
- FE College and University visits, Apprenticeship/Trainee Guest Speakers.
- Linking of careers and skills through all subject areas.
- STEM events throughout the year organised by the STEM Coordinator.
- 1-2-1 interviews with Senior Leaders/mentor.
- 1-1 advice and guidance meetings with Level 6 qualified Careers Adviser, available to all students at time of transition.
- All Year 11 and 13 students have a sustainable destination in place when leaving Year 11 and students in Year 13 have the career management skills to navigate their own career pathway.
- Student voice for all year groups.
- Opportunities of Leadership: Sports Leader and Prefects in each year group and Subject Reps and Students Union in Sixth Form.
- Extensive Extra Study, Extracurricular and Enrichment Programme.
- Masterclasses and webinars available in the Newsletter and Unifrog.
- Residential Trip in Year 8
- Foreign Exchange visits
- Duke of Edinburgh Award – Bronze, Silver and Gold
- Whole school Charity Fund Raising
- Trips to employers, subject trips, University and Careers Fairs

## **ENTITLEMENT FOR CEIAG**

Students are entitled to careers education, information, advice and guidance which is both impartial and confidential. At Key Stages 3, 4 and 5, students are able to access an interview with a member of staff and the School's Careers Adviser. This impartial advice is based on the individual student's needs. Targeted support is available for students at risk of becoming

NEET. There is also the opportunity for students to have access to careers advice from independent and local institutions including many employers, local colleges, apprenticeship providers and universities. Students in all year groups have access to the Unifrog platform which is an impartial careers platform. In addition, there are many useful websites available to students, parents and staff on the Virtual Careers Library on the School website.

### **KEY STAGE THREE:**

**Tutor 1-to-1s:** Tutors may refer students who need specific careers advice to a Head of Year, Achievement Coordinator, SEND team, Senior Leader or the School Careers Adviser. Tutors and teachers can also refer students to careers resources on the Unifrog and the VCL.

**Referrals:** SLT, Heads of Year, Achievement Coordinator, SEND, Behavioural Support, Individual Mentors, School Careers Adviser.

**Careers advice:** Available from the school's network of employers. Colleges, apprenticeship providers and universities and guest speakers. Impartial advice is available from the School's Career Adviser who is a member of the CDI and abides by the Code of Ethics. All members of staff are impartial as the ethos of the school is to ensure that students get where they want to be by making an informed decision.

**Year 9 Options Information Evening:** All students and their parents are invited to attend an information evening where they can learn about and discuss the options available to them for Key Stage 4 study. This includes both academic and vocational career pathways. Subject teachers are present along with the Careers team and local FE Colleges.

**Alternative Provision:** The Head of Year/Achievement Coordinator for each year, the SEND team, and Tutors may liaise to discuss and decide whether it is in a student's best interests to continue with a full cohort of option subjects; this decision will be discussed and made with parents/carers. The School aims to accommodate the needs of the student to enable them to access the curriculum. We are an inclusive school with a Study Centre and Learning Support area where students are able to engage with the curriculum in a small setting.

**Year 9 Option Taster morning:** This is an opportunity for students to try a subject that they do not currently do in Year 7/8. This will support their decision making ensuring they make a well-informed decision for KS4 education.

### **Year 7 – 9 Parents Evenings**

This is an opportunity to update parents and to set student targets across subject areas at Parents Evening and for personal development target setting. This supports the option decision making in Year 9.

**Key Stage 3 Enterprise/TFest/Ignite:** Throughout the key stage, students develop enterprise skills across the curriculum during lessons, and in extra-curricular/STEM activities/enrichment/extended study with a particular focus on raising aspirations, teamwork, creativity, independence and resilience.



### **Year 7, 8 and 9 Personal Development Programme – Active Tutoring**

Careers education is embedded in the PDC active tutoring programme for Year 7-9. Students have age appropriate Careers lessons, have access to Unifrog and set homework to update their profile. Intervention is put into place for those students who do not have computer access at home.

### **Student Voice**

Year 7-9 students have the opportunity to be a Student Voice Representative as a Prefect for their year group and have a voice representing their tutor group/year and having a say in shaping the school. There are also Subject Ambassadors who work with the teachers promoting their subject. The Prefects have taken an active role in shaping the careers provision and their suggestions have been considered when evaluating and developing the provision.

### **Visits and Guest Speakers**

Subject areas will arrange visits out of school when appropriate and guest speakers are invited into school. Inspirational Guest Speakers come from Industry, Higher Education, Apprenticeship providers as well as from our Alumni network. These talks will take place either in person or via Teams across all year groups.

### **Activities Week – Try something new – Year 7-9**

Every tutor group does a business plan and pulls together a team of people to have a stall at the T-Festival. The tutor group allocate roles and responsibilities and they decide on the product they would like to sell. This is a day off timetable at the end of the school year. Tutor groups have a stall and all money is donated to a charity agreed by Student Voice. The remainder of the week is allocated to students being out of school on enrichment/extra-curricular activities for example visits to other countries, water sports, cycling, climbing or in school doing Cooking, Languages, Art and D&T activities.

### **Fab Friday**

On Fab Friday during tutor time students talk about the Career of the Week – the skills and careers open to them and the pathways they can take from School. Students are encouraged to self-reflect on whether this could be of interest to them.

### **Careers Newsletter**

All students and parents in Year 7-9 receive a monthly Careers Newsletter (sometimes more often if there is news) This features age related opportunities, Career of the Month.

### **Career of the Week**

Every week tutors talk to their tutees about a Career of the Week which is set by the Careers team. This has information on the job role, skills and qualifications required, career pathway and details of salary and whether it is a growing industry. This is an important way for tutors to get to know their tutees and their interests and aspirations for the future.

## KEY STAGE FOUR

**Tutor 1-to-1s:** Tutors may refer students who need specific careers advice to the Careers Leader. Tutors can also refer students to careers resources on Unifrog and the VCL. Details of individual 1-to-1 meetings and consequent individual targets will be recorded, reviewed and maintained by form tutors.

**Destination Planning:** KS4 students continue with their self-evaluation of transferable skills, careers and pathway research by the use of Unifrog. Students have the opportunity to attend guest speaker talks and to go on visits.

- Expo Careers Fair, a group of Year 10 students attend this calendared event during curriculum time. This is held at the Newark Showground and local Colleges attend e.g. Newark, Lincoln, Nottingham College, Brackenhurst, Confetti College. In addition, employers and the Army, NHS, RAF, Navy, and Police all attend.
- Presentations from Apprenticeship providers for all Year 10/11 students are held to inspire and inform students about the types of apprenticeships available and advice and tips on how to apply and be successful.
- Year 11-13 Careers and Networking Fair is held in school in December each year. This is an opportunity for all students and parents to come into school to find out about Post 16/18 options. A range of local and national employers attend in addition to local Colleges, apprenticeship providers and a number of Universities. Students have the opportunity to network with a variety of people and not only have the chance to plan their Post 16 destinations but look further ahead to Post 18 for example going to University, Higher Apprenticeship/Degree apprenticeship, GAP year and ultimately gaining employment.

**Support for Destination Programme:** Enhanced support is offered to those students who have additional needs which includes SEND, Looked after Children, More Able and Pupil Premium students. Support is given with personal development planning and with applications for college/apprenticeships from dedicated teams who work with the students liaising with the Careers Leader.

**Year 10 CV writing and Mock Interview Day:** Year 10 have a themed day where they all have a 10-minute 1-1 interview with an employer. Students have prepared a CV and have done interview preparation in their tutor groups. Every student in the Year Group has an interview and access arrangements are in place for specific students. Students are out of uniform in smart casual clothes and prepare for their interview prior to the day with their tutor and if relevant SEND Coordinator. Students take their CV along to their interview. Reflection, debrief, feedback and updating CV's takes place after the event. Suitable adjustments are made for students with additional needs ensuring this is accessible to all. This is a positive day for students and helps prepare them for applying for and going on work experience later in Year 10. This continues to develop students' employability skills during a face to face meeting with employers/colleges/apprenticeship providers and universities.

### Year 10 Work Experience

All students go out on Work Experience in Year 10 and support is provided from Careers Leader, Head of Year and tutors. Preparation for work experience and the debrief takes place in tutor time. This is an opportunity to explore the culture of the workplace and how that is

different to School or Sixth Form. The School provides a list of employers who will take students on work experience and the student decides where they want to go and sends a copy of their CV with an email of application.

**Toot Hill College Open Evening:** All students and their parents/carers who are interested in applying to Toot Hill Sixth Form College are invited to attend an open evening where they can learn about and discuss the options available to them for Key Stage 5 study. Students will attend an induction day before starting at Sixth Form too.

Alternative Further Education College evenings are advertised on noticeboards, school website and in the Careers Newsletter. Students who pursue an alternative route have approved time off to attend interviews.

### **Prefects**

Year 7-11 have Prefects, and they are responsible for feedbacking student voice to Senior Leaders and to the Head Boy and Girl in Year 11 in order to make a positive change to life in School. The Year 11 all have a passion for something they would like to develop whilst they are in School.

### **Careers Newsletter**

All students and parents in Year 10-11 receive a weekly Careers Newsletter. This features age related opportunities, Career and subject of the week. We provide details of virtual/on-line opportunities and also details of Open Days etc. We also feature part time jobs and apprenticeship vacancies too.

## **KEY STAGE FIVE**

**Tutor 1-to1s:** During Post 16 the majority of student support is given during the enhanced 1-2-1 time with Mentors and College Leaders/Careers Leader. The programme is designed to support progression pathways, including University, apprenticeships, training and employment.

**Curriculum:** Subject teachers can also provide support including guidance for foundation art courses, preparation for portfolios for university and college interviews, facilitating university taster days and student personal statements. University/Medicine mock interviews take place with specialist volunteers from the NHS and our Alumni when students are in Year 13. Year 13 students mentor our prospective medics in Year 12 each year.

Students who are interested in Medicine have a bespoke programme where they attend talks and take part in a 1-1 interview with someone from the Medical profession.

**Impartial careers advice:** Students may request an interview at any stage. Students, staff and parents can refer to the Careers Adviser. The Careers Adviser is a member of the CDI and abides by the Code of Ethics.

Students who leave Toot Hill College prior to completion of their Post 16 courses are required to attend an interview with the College Senior Leaders and the Careers Leader. The team ensure a destination is in place before the student leaves College.

All students have the career management skills required for their future working life prior to leaving Toot Hill.

### **Additional activities**

- Inspirational Guest Speakers including Alumni
- Presentations and workshops from visiting university/apprenticeship speakers
- Oxbridge visits
- UCAS preparation day
- Destination Day
- Year 12 and 13 Information evenings for students and parents.
- Toot Hill's Year 11-13 Careers and Networking Fair
- Subject Society Ambassadors
- Duke of Edinburgh Award
- Charity fundraising
- Christmas Tea Party for elderly and disadvantaged children
- CV update.
- Quality work experience in Year 12 and debrief.
- Access to Unifrog
- Volunteering in the community, one afternoon per week.

### **Careers Newsletter**

All students and parents in Year 12-13 receive a weekly Careers Newsletter. This features age related opportunities including Career of the Week. Students also receive information on on-line/virtual opportunities, University Open Days, part time jobs and apprenticeship vacancies including degree apprenticeships. There are also a variety of masterclasses and webinars promoted in the Newsletter. Work Experience is also promoted in the Newsletter and during mentor time.

### **CONTINUOUS IMPROVEMENT**

All tutors and teaching staff receive training on the Careers provision annually. Staff who are new to the school and/or the tutoring system each year will receive training via the induction programme/INSET training.

The Careers Leader is Level 6 trained for Careers Development, Advice and Guidance. This member of staff also attends meetings with the Careers Enterprise Company, and the Enterprise Coordinator network, and other networking events. Responsibility for keeping up to date on legislation lies with the Careers Leader and is gained by regular training about new developments in CEIAG via the Enterprise Coordinator network.

The school and Sixth Form also have the Quality in Careers Standard Career Mark Gold and this will be revalidated in 2025. Our first evaluation was in 2016.

The Careers Programme is reviewed and evaluated on an annual basis. A report is produced by the Careers Leader and sent to the Head Teacher and Senior Leaders. Feedback is sought from students, parents, staff, governors and employers after each event. Areas of improvement are

put on the Careers Development Plan and also feature as targets for member of the careers team. Careers also feature in the SIF.

Feedback is sought by post it notes, evaluation forms, email, survey monkey and verbal feedback. The Careers team welcome feedback from all.

### **PARENT UPDATE**

Parents are kept up to date with the policy via the weekly Careers Newsletter, regular parent evenings and communication from the school. Feedback is requested from parents and they are happy to share their thoughts and ideas. The School website contains a Careers page giving the entitlement for each year group and there is a Virtual Careers Library providing details of lots of useful resources.

### **BUDGET**

A designated careers budget is available each year to cover the CEIAG.

### **EQUAL OPPORTUNITIES AND DIFFERENTIATION**

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be encouraged to look at careers and courses outside the normal gender stereotypes. Following the guidance all students with SEND will be entitled to transition plans. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities on offer, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life. We also run bespoke transition trips for these students too.

### **EVALUATION AND REVIEW**

This policy will be reviewed annually as part of the whole-school self-assessment process for continuous improvement and will be reviewed by the governors when any additions or amendments are made. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, and survey monkey and during supervision of the day. Senior Leaders and Head of Year mentors will undertake interviews with Year 11 students in the spring term annually to assess whether the needs of all students are being met.

Individual Careers-linked events such as visits to Careers Fairs and Year 10 Mock Interview Day are evaluated individually and reported to senior staff as part of the annual reporting process.

The school will also utilise both local and national destination data to assess the success in supporting students to take up education and/or training which offers good long-term prospects.

## **ADDITIONAL INFORMATION**

The Virtual Careers Library on the School website has many useful links for students, staff and parents.

National Careers Service

Unifrog

Icould

Success for Schools

Prospects

Apprenticeship application website – gov.uk

Fiona Farmer

September 2025

Review and evaluation in September 2026

## **Toot Hill School and Sixth Form**

### **Work Experience Policy**

Title of Policy	Work Experience
Date of adoption of policy	September 2025
Originator	Fiona Farmer
Date of Review	September 2026
Additional Information	Throughout this policy Parents refers to Parents/carers

## Introduction

In line with the Education Act 1996, we believe in providing students with learning opportunities which aim to equip them for adult life. The school strives to introduce students to a range of teaching and learning opportunities, which offers them practical experience in many aspects of life. For many students, active learning is the key to motivation and has an impact on other aspects of their school life. Work experience is an integral part of our Key Stage 4/5 programme and offers students a valued opportunity to practice key skills and career management skills learned in other areas of the curriculum. The programme allows a tailored approach to students' learning needs. The programme includes target setting and action planning as the norm and allows teachers to individualise the programme according to ability. This approach ensures that students are able to link the skills they learn at school to the requirements of the employer.

Toot Hill School will in future be developing the work experience programme to include KS3.

## The Context for the programme

In developing the programme, we have taken the following documents into consideration:

- Section 351 of the 1996 Education Act requires schools to provide a balanced and broadly-based curriculum, which **prepares pupils for the opportunities, responsibilities and experience of adult life.**
- DCSF Work Related Learning Guide
- Work Related Learning and the Law, DfES 2004
- 14 to 19 Opportunity and Excellence
- Changes to KS4 Curriculum
- School Development Plan
- Annual subscription to Unifrog for on-line Health and Safety checking.
- Updated Gatsby Benchmarks for 2025 – future development.

## The Aims of the Programme

Work experience placements are regarded as a means of achieving learning outcomes. There are five main curriculum areas to which the work experience programme is linked. These are:

- Employability and Key Transferable Skills
- Careers Education, Information Advice and Guidance
- Vocational Courses
- Personal and Social Education
- National Curriculum and other subjects



1. **Employability and Key Skills** – insights into transferable skills and attitudes required by particular sectors and employers and an opportunity to develop, practice and demonstrate key skills in a work setting, in particular recognising hazards, assessing and controlling risks, working with others, ICT skills and improving own learning and performance.
2. **Careers Education, Information, Advice and Guidance** – a better understanding of changes in the world of work and the implications these have for their own careers.
3. **Vocational subjects** – a better understanding of vocational areas being studied, the opportunity to investigate real examples for coursework and the opportunity to gather evidence of vocational skills developed.
4. **Personal and social development** – development of increased maturity, with improvements in aspects such as motivation, self-confidence and interpersonal skills.
5. **General subjects** – opportunities for students to enhance their understanding of the national Curriculum, develop a practical understanding of a range of issues involving health and safety, economic and business issues, citizenship and environment and moral and social education.
6. **The Toot Hill Way – Personal Development** – Students will be able to transfer the behaviours they learn in School by engagement with the Toot Hill Way into the work place.

## **Student Entitlement – Year 10 and 12**

Our students are entitled to receive:

- Five days of work experience appropriate to their learning needs
- A learning programme designed to prepare them for the placement
- Guidance to support their choice of placement.
- An opportunity to set individual learning targets for their placement.
- **Both students and parents have a right to expect that all precautions will be taken to ensure that individual's health and safety will be paramount during all stages of the work experience placement.**

\* Parents should be aware that the school will not accept any applications for holiday leave during the school's designated work experience weeks.

There are designated weeks for work experience, if any requests fall outside of these weeks a request must be submitted to Fiona Farmer [ffarmer@toothillschool.co.uk](mailto:ffarmer@toothillschool.co.uk) Work Experience at other times cannot be guaranteed.

All employers (including relatives) must have Employers Liability Insurance. If this is not in place the placement will not be approved.

### Programme Outline

A five-day work experience activity will take place in July and involves all Year 10 and Year 12 students.

Year 12 students – 6 – 10 July 2025

Year 10 – 13-17 July 2025

### Programme Delivery

December	Work experience programme launched in Year 10 and 12 during Personal Development Programme.
January onwards	Tutors/Mentors prepare students and guide them in making choices.
January onwards	Students decide where to go using contacts in their own network, parents and by exploring the School list of work experience placements. Tutors and the Careers Leader and Careers Assistant will support with promoting placements to students.
January – 30 June 2025 (deadline)	Students contact employers by letter, email, visit or phone call and send a copy of their CV.
	Students will enter their work experience request on Unifrog.
	The Health and Safety checking is done on Unifrog. The student needs to complete the information on Unifrog followed by the employer answering the Health and Safety questions and providing a copy of their Employers Liability Insurance. Parents will be asked to approve via Unifrog. The Careers Leader will approve if they are happy with the information provided ensuring that the placement adheres to the Safeguarding Policy of the school. On approval the employer and parent will be sent confirmation of the approved placement.

	The Careers Leader and Assistant will progress the prompt completion of information by the employer and parent.
April-June	Tutor/Careers team focus on students who have not found a placement. Additional support to be put into place.
July	Students go out on work experience and are contacted by a member of the school team.
July	Student checks in by staff and employer and student review are all done on line via Unifrog. This gives a lasting record.
	Year 10 have work experience books to complete on placement and Year 12 are able to complete on-line on Unifrog.
July-September	Employers receive thank you letters from students and the school. Students reflect on their experience, update Unifrog with newly developed transferable skills and update their CV.

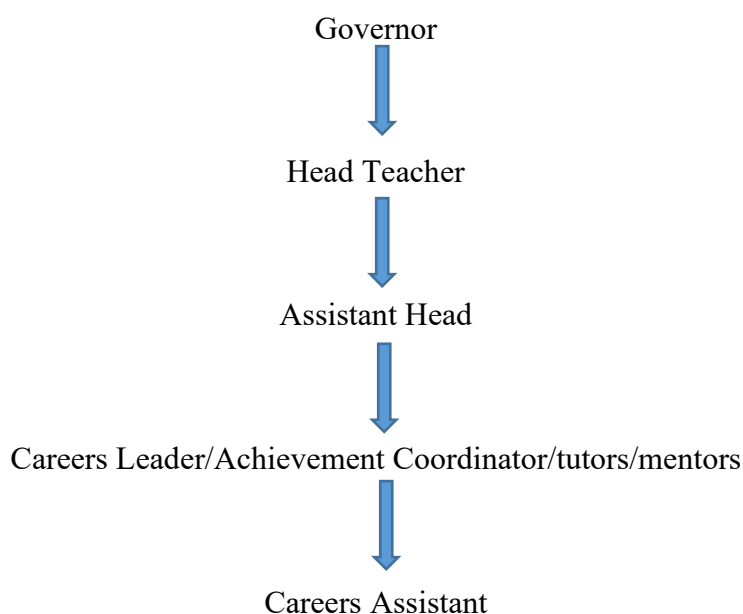
### **Preparation Programme**

Work experience is launched to students during their Personal Development Curriculum lesson in Half Term 2. Students also have a lesson in CV writing. Continuous mentoring and coaching take place weekly by the tutors/mentors and students are able to drop into the Careers Office at lunchtime/breaktime. Final preparation takes place during active tutoring in June/July.

### **Equal Opportunity for all students**

All students are given an equal opportunity to access the preparation before and debriefing after Work Experience. All students are given an equal opportunity to access placements. Every student is entitled to one week of work experience. Work experience is seen as an effective means of challenging stereotypical choices. Students are encouraged to try activities, which would not normally lie within their scope of interest.

## Roles and Responsibilities



Our governors have responsibility for ensuring that we meet our requirements under the law for maintaining health and safety and curriculum requirements.

Our Head Teacher is responsible for ensuring adequate resources are available.

The Careers Leader in conjunction with the Achievement Coordinator/mentor is responsible for ensuring the programme is developed and delivered in an integrated way across the entire curriculum. They are also responsible for all aspects of programme delivery including developing the learning programme, ensuring health and safety and policy production.

The Careers Assistant are responsible for all chasing all employers and parents to ensure that information is entered and consent is given in a timely way.

## Cross references

This policy has taken into consideration and has links with the following:

- Teaching and learning policy
- Equal opportunities policy
- Staff development policy
- Health and Safety policy
- Careers Education, Information, Advice and Guidance policy
- Personal, Social and Health Education Policy
- Citizenship policy
- Enterprise policy
- Attendance Policy
- Careers Programme

- Assessment, recording and reporting policy
- Student support, guidance and welfare
- Departmental policies and schemes of work
- Special Needs policy
- Pupil Premium Policy

## **Health and Safety**

All students **must** be placed in work experience placements, which have been health and safety checked by the Careers Leader on Unifrog. This will ensure that the safety of students is maintained whilst they are on Work Experience. The Careers Leader will ensure that the employers concerned have Employers Liability Insurance and robust systems in place for ensuring that the safety of learners is ensured.

No student will be allowed to go on a work experience placement unless it has been health and safety approved in advance by the Careers Leader. Any issues or concerns will be discussed with SLT/Head Teacher. Any placement organised by a parent and taking place with an employer which does not go through the school's procedures for gaining health and safety approval will be deemed by the school and the LEA to be unauthorised absence.

Health and safety issues are covered in the taught programme which all students receive.

## **Links to student guidance and development**

Work experience is an integral part Careers provision delivered by Toot Hill School and Sixth Form. It is the culmination of five/seven years of CEIAG. In Year 11 students are encouraged to use what they have learnt in previous years to inform their planning for their transition to Post 16. Year 12 use their learnings to make an informed decision in respect of their Post 18 destination.

## **Assessment, recording and reporting**

The student work experience log on Unifrog is used to set and review individual learning targets. This process contributes to the overall individual learning planning process in the school. Students work experience is recorded on Unifrog and students update their transferable skills and CV after their work experience.

## **Links to subject departments in order to enhance student's knowledge and skills**

Correct completion of the Work Experience logon Unifrog is a requirement for all students. Any feedback or references should be stored in the student locker.

### **Arrangements for assessment, recording and reporting**

Work Experience is reported on as part of the student's progress reports under Careers. Students self-assess their Work Experience. The employer's evaluation of the student performance is also used to assess performance. Evidence of Work Experience will also form part of their progress file on Unifrog.

### **Evaluation**

All students are visited / contacted by school staff whilst they are on placement. Staff are required to provide informal feedback and evaluation after the visit / contact and complete a report in cases of excellent student work or to outline any causes of concern. The Careers Leader will keep a record of the feedback provided.

### **Policy Processes**

This policy will be reviewed annually in the Autumn term. This review will involve the Assistant Head Teacher and Careers Leader.

**This policy was endorsed by the governing body on: 30 September 2025**

**Chair of Governors Signature:**



**Head Teacher Signature:**



## **Toot Hill School Provider Access Policy Statement**

**(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)**

**Ownership: Toot Hill School and Sixth Form College (Nova Education Trust)**

**Date updated: September 2025**

### **Rationale**

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

Toot Hill School and Sixth Form College is committed to ensuring 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. Toot Hill School and Sixth Form College is fully aware of the responsibility to set students on the path that will secure 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 the statutory duty, and not showing bias towards any route, be that academic or technical.

Toot Hill School and Sixth Form 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).

### **Aims**

Toot Hill School and Sixth Form College policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

Toot Hill School and Sixth Form College fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least 7 encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies or during the Personal Development lessons, in addition to providers attending the annual Year 11-13 Careers Fair in December each year.

The student entitlement is as follows:-

One encounter in both Year 8 and 9 (first key phase) that is mandatory for students to attend between 1 September and 28 February each year.

One encounter in both Year 10 and 11 (second key phase) that is mandatory for students to attend between 1 September and 28 February each year.

One encounter in both Year 12 and 13 (third key phase) which is mandatory for the school to offer but optional for students to attend.

.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader and the Senior Leader for the Personal Development Curriculum. The policy is based on current good practice guidelines by the Department for Education.

### **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. Toot Hill School and Sixth Form 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 **Fiona Farmer Careers Leader**. Fiona Farmer may be contacted by telephone or email, [ffarmer@toothillschool.co.uk](mailto:ffarmer@toothillschool.co.uk) direct telephone number 01949 863068.

### **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers lessons, and Careers or Raising Aspirations events that Toot Hill School and Sixth Form



College is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Toot Hill School or Sixth Form College

### **Details of premises or facilities to be provided to a person who is given access**

Toot Hill School and Sixth Form College will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. 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 supervise the sessions.

### **Live/Virtual encounters**

Toot Hill School and Sixth Form College will offer live online encounters on Teams with providers where requested, and these will be broadcast in lessons. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and Carers**

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

### **Management**

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

### **Complaints Procedure**

Any complaints about this policy should be raised to Hannah Rothwell, Assistant Head Teacher [hrothwell@toothillschool.co.uk](mailto:hrothwell@toothillschool.co.uk)

Hannah Rothwell will raise the complaint to Dr C Eardley, Head Teacher

### **Monitoring review and evaluation**

The Policy is monitored and evaluated annually with the Governors.

***Policy Coordinator:*** Fiona Farmer, Careers Leader

***Policy Reviewed:*** September 2025

### **Appendix**

#### **Providers who have been invited into Toot Hill School and Sixth Form to date include:**

Ask Apprenticeships

Nottingham College

Lincoln College

Newark College

Brackenhurst College

Brooksby College

Grantham College

JTL apprenticeships

Remit Apprenticeships

Nottingham College apprenticeship team

John Deere

Nottinghamshire Police

Loughborough College

Plus many employers

### **Destinations of previous pupils from Toot Hill School**

Apprenticeships – Hair, Engineering, Catering etc

Nottingham College

Newark College

Brooksby College

Brackenhurst

Lincoln College

Loughborough College

Toot Hill Sixth Form College

Rushcliffe School

West Bridgford School

ASI

Southwell Minster

South Notts Academy

### **Destinations of previous pupils from Toot Hill Sixth Form College**

Degree apprenticeships – Rolls Royce, Police, Kaplan, Duncan and Toplis, Amazon, Atkins, University

GAP Year

Employment

**Fiona Farmer, Careers Leader, [ffarmer@toothillschool.co.uk](mailto:ffarmer@toothillschool.co.uk) September 2025**