

## **WINCHMORE SCHOOL**

### **Careers Programme**

#### **General Information**

At Winchmore School we aim to support and equip students with the knowledge, skills and understanding to make appropriate choices for their future career pathways. We aim to ensure that our Careers programme is both planned and progressive and that from Year 7 students are supported and encouraged to build individual skills and knowledge. We aim to encourage pupils to make good choices and understand what they need to do to reach their goals.

The Careers Programme aims to contribute to the development of pupils as individuals through:-

- increasing their awareness of their present and future choices
- providing each student with individual, impartial careers advice
- providing opportunities for students to discuss choices with outside providers
- enhancing students skills in dealing with transitions
- enabling students access to Higher Education
- developing students employability
- improving students key skills
- contributing to raising students achievement and motivation
- providing information to enable parents and carers to support students when making pathway choices

#### **Key Stage Support**

Students need to make informed decisions at various key stages whilst at Winchmore School and also understand the relevance of their choices and how these can impact on their futures. It is also important that parents and carers have access to information and guidance to help support our students with these next step decisions.

The key stages for making informed choices are

Year 9	GCSE Options
Year 11	Post 16 Options
Year 12	Progression from the Foundation Pathway
Year 13	Post 18 Options

The role of the Economic Wellbeing Coordinator and the Careers Adviser is to work with students, parents and carers, and staff to ensure that all our students form a realistic and positive view of their capabilities and that they are prepared to meet the challenges they will face.

## **One to One Careers Guidance**

The Careers Adviser is based in school each week on Tuesday and Wednesday.

All Year 11 students will all have a one to one appointment with the Careers Adviser scheduled between September and May. Students will be notified in advance of the appointment and students are expected to attend the appointment on time. Parents and carers are also welcome to attend these appointments.

Year 9 students are offered the option of a Careers Appointment in February and March and a letter will be sent to parents advising of this should they wish to discuss careers choices prior to the Year 9 Options Evening.

All Year 12 students on a one year Foundation Pathway will also be offered appointments throughout the academic year and again parents and carers are welcome to attend these appointments should they wish.

All Year 12 and Year 13 students also have the option of an appointment with the Careers Adviser and these appointments should be booked by the students with the staff in the Economic Wellbeing Office.

## **Attendance at school events**

The Careers Adviser and /or Economic Wellbeing Coordinator will be available at the following events to offer advice and information to parents and carers

- Open Evening (Prospective Parents )
- Year 9 Options Evening
- Parent/Carer Information evenings (Years 7,10,11)
- Sixth form Open Evening
- A level results day
- GCSE results day

## **Drop In Sessions**

These are available at lunchtime and after school on Tuesday and Wednesday for students wishing to discuss any issues regarding career choices and processes

## **Resources**

We have a variety of web-based resources that enable students to access further information, support and guidance online.

The Careers library is well stocked and continually updated and students are able to access all the information they require at lunchtime and after school.

The Careers Library is situated in the Learning Resource Centre.

## Contact

Mrs Winter      Economic Wellbeing Co-ordinator / Careers Leader

Mrs Pearson    Careers Adviser

[careers@winchmore.enfield.sch.uk](mailto:careers@winchmore.enfield.sch.uk)

The Economic Wellbeing office is situated near the Learning Resource Centre.

Opening times are 9am to 4pm Monday to Thursday.

## Events

A number of events ,both in school and virtually ,are organised throughout the academic year to support students with their Careers choices.

These include:-

Global Entrepreneurship Week	November
National Enterprise Challenge	November/July
Work Experience Preparation Day	January
Apprenticeship Event	February
Annual Careers Fair	March
Apprenticeship Event	March
Finance Day	June
Careers Online Virtual Presentation Programme	Wednesdays 4.15pm to 5.15pm
Speakers for School talks	Throughout the year
Careers Café for parents and carers	Dates to be confirmed
Subject specific workshops ie application forms	October to June

## **Provider Access**

Representatives from Universities, colleges, sixth form colleges, apprenticeship providers and employers are invited into school to participate in a number of school events to make sure that our students are making the right choices for their future pathways.

## **Work Experience**

We offer each student a range of opportunities to understand the developments in the world of work and work experience is an important part of our programme.

At Winchmore School students have two opportunities to experience a work placement as part of their school timetable

Year 10 students have work experience for one week at the end of April/ beginning of May.

Students are encouraged to find their own placements but we do also have support from the London Borough of Enfield to secure placements.

Year 12 students have work experience for one week in July. We encourage students to find an appropriate placement that will support their future career choices and which will prove useful for both UCAS and apprenticeship applications.

## **Learning Support**

The Careers team work to support the programmes and careers activities and ,offer targeted careers information and guidance ,for all students who are supported by our Learning Support Faculty

## **Support for Sixth Form Students**

There is a comprehensive team of staff at Winchmore School dedicated to supporting our sixth form students with their choices Post 18.

There are many opportunities in Key Stage 5 for the students to develop their interest in a subject by attending workshops, taster courses, lectures and by obtaining relevant work experience. Support is also offered with UCAS applications and students who wish to follow an apprenticeship pathway are also offered help with this choice. Students can access the school's Careers Adviser for further impartial advice and assistance in one to one sessions.

**Programme to be reviewed November 2022**