

Reigate School Careers Plan 2019/2020



<u>Year Group</u>	<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
Year 7 <i>Introduction to Careers and the World of Work</i>	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance available under the careers section of the school website</p> <p>Careers notice board opposite Student Services</p> <p>Year 7 "Blast Off" assembly, which focuses on developing a positive-mindset and raising aspirations for themselves in KS3 and beyond</p> <p>Author visit and workshop about becoming a writer</p>	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance available under the careers section of the school website</p> <p>Careers notice board opposite Student Services</p> <p>PSHE lessons – Introduction to Careers and the World of Work</p> <ul style="list-style-type: none"> • Introduction to Careers • Introduction to Employability • Introduction to Leadership • How to Choose a Career <p>Widening Participation and Outreach events and workshops with University of Surrey to include:</p> <ul style="list-style-type: none"> • Team building • Time management • Resilience • Meeting new people • Communication <p>"My Future" questionnaire</p> <p><i>National Careers Week</i> lessons in all subjects</p>	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance available under the careers section of the school website</p> <p>Careers notice board opposite Student Services</p> <p>Year 7 camp & employer assembly</p> <ul style="list-style-type: none"> • Working in a team • Problem solving • Confidence building • Finding out strengths and weaknesses
Year 8 <i>Preparation for GCSE Options – what that means for my career</i>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p>

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	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance assemblies</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p>	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance assemblies</p> <p>PSHE lessons – Preparation for GCSE Options and what that means for my career</p> <ul style="list-style-type: none"> • Stereotyping in Careers • Jobs of the Future • What I can do with my options • Fast Tomato • Options Presentations <p>Introduction assembly & follow-up tutor time activity to "Fast Tomato", an independent careers guidance resource</p> <p>"Planning for the Future" questionnaire</p> <p>GCSE Options Preparation</p> <ul style="list-style-type: none"> • Options choices assemblies and information booklet • Options evening for students and parents/carers • Tutor time options support • Meetings with HOY team & SLT regarding Options <p>Widening Participation and Outreach events and workshops with University of Surrey to include:</p> <ul style="list-style-type: none"> • Wellbeing • Support services • Clubs and societies • Independent living 	<p>Careers Section in the Learning Resource Centre</p> <p>Information, advice and guidance assemblies</p> <p>Taster sessions at East Surrey College and Reigate College in a variety of subjects</p> <p>Year 8 Activities Week will provide opportunities to meet with employers in a hot-desking activity</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p>
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		<ul style="list-style-type: none"> • Finance <p>Labour Market assembly on what jobs will be needed in the future</p> <p><i>National Careers Week</i> lessons in all subjects</p>	
<p>Year 9 <i>Enhancing your Employability</i></p>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Careers Questionnaire</p> <p>Trip to Reigate and Banstead Careers Fair to meet local employers</p> <p>Access to “Fast Tomato”, an independent career guidance online resource</p>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Careers Drop-Down Morning during <i>National Careers Week</i></p> <ul style="list-style-type: none"> • Effective use of Social Media • Volunteering • Using Enrichment to improve CV <p>Assembly & follow-up tutor time activity to “Fast Tomato”, an independent careers guidance resource</p> <p><i>National Careers Week</i> lessons in all subjects</p>	<p>Careers notice board opposite Student Services</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Year 9 Activities Week will provide opportunities to meet with employers in a hot-desking activity</p> <p>Access to “Fast Tomato”, an independent career guidance online resource</p>
<p>Year 10 <i>Practical Preparation for the World of Work</i></p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p>

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	<p>Widening Participation and Outreach events at the University of Surrey: "Catastrophe on Campus"</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p>	<p>Careers Drop-Down Morning during <i>National Careers Week</i></p> <ul style="list-style-type: none"> • Effective use of Social Media • Volunteering • CV writing • Managing Money <p>Widening Participation and Outreach events at the University of Surrey: "Catastrophe on Campus"</p> <p>Assembly & follow-up tutor time activity to "Fast Tomato", an independent careers guidance resource</p> <p>Assemblies from local colleges</p> <p>Careers questionnaire – "what's next?"</p> <p><i>National Careers Week</i> lessons in all subjects</p>	<p>Taster day at East Surrey College and Reigate College</p> <p>Full day careers programme during Activities Week to include:</p> <ul style="list-style-type: none"> • Employability • Mock Interview • Volunteering • Team Building • Money Management <p>Year 10 work experience trips to different workplaces in the local area</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p>
<p>Year 11 <i>Preparing for Post 16</i></p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p> <p>Careers Drop-Down Morning:</p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Assembly & follow-up tutor time activity to "Fast Tomato", an independent careers guidance resource</p>	<p>Careers notice board opposite Student Services - dates of open evenings/days available on the website and notice board</p> <p>Careers information PowerPoints shown during tutor time</p> <p>Careers Section in the Learning Resource Centre</p> <p>Access to "Fast Tomato", an independent career guidance online resource</p>

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	<ul style="list-style-type: none"> • Assembly on Apprenticeships • University of Surrey workshops on interviewing technique and effective networking <p>Assemblies regarding the college application process and interviews</p> <p>Continued support throughout Year 11 in finding the right course or college and applying successfully</p> <p>Careers questionnaire – “what’s next?”</p> <p>40 minute 1:1 interview with independent careers advisor, creating a bespoke action plan for Post 16</p>	<p>40 minute 1:1 interview with independent careers advisor, creating a bespoke action plan for Post 16</p> <p>Assemblies regarding the college application process and interviews</p> <p>Continued support throughout Year 11 in finding the right course or college and applying successfully</p> <p>Assemblies from local colleges and sixth forms</p> <p><i>National Careers Week</i> lessons in all subjects</p>	<p>Continued support throughout year 11 in finding the right course or college and applying successfully</p>
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Assessing/Measuring Careers Programme

Reigate School will assess and measure the overall effectiveness of its careers programme by analysing destination data and by evaluating careers activities and events through feedback from children, employers, teacher and parents/carers.

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provided and students, as appropriate to the activity. The school will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader, who will distribute the literature via the Careers notice board and the Careers section of the library.

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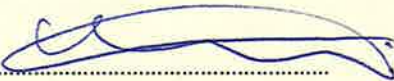


Approval and Review


Approved: 16/10/2019

by Governors at Full Governing Body Meeting

Next Review: September 2020

Signed: 

Mr. Nigel Gout
Chair of Governors



Mr. Matt Alexander
Head of School