



## **Careers Policy and Strategy (Whole School including EYFS)**

---

**Independent Day School**

**Our Lady of Sion School**

Last Reviewed: February 2025

Frequency of Review: Annually

Next Review Due: February 2026

## Introduction/Aims:

**The aim of the Careers policy at Our Lady of Sion School is to fulfil the regulatory requirements incumbent upon all independent schools and to provide a service that accords with the ethos of the school.**

The regulatory requirements from the Independent Schools Inspectorate requires the senior school at Our Lady of Sion School to provide:

Pupils access to accurate, up-to-date careers guidance that is:

- presented in an impartial manner;
- allowing informed choices and covering a broad range of career options;
- encouraging all students to fulfil their potential.

The school aims to provide each student with impartial advice from independent sources. The policy also reflects the statutory guidance from the Department of Education in their document 'Careers guidance and access for education and training providers' July 2021 with particular note of the Gatsby Benchmarks of Career Guidance:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our Policy ensures that students have the opportunity to access these benchmarks (Appendix A). Using the Compass Benchmark tool each year to evaluate careers activity against the eight benchmarks of best practice.

In January 2023, the Department of Education published "Careers guidance and access for education and training providers". This is the most recent publication from the DoE with respect to Careers Guidance and Education (CGE), providing further clarification about the expectations for meeting each of the 8 benchmarks.

Our Lady of Sion is committed to providing a planned programme of careers education, advice and guidance (CEAG) for all students in the Senior School (Years 7 - 13).

As per the Baker Clause, we aim 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. Acting impartially and not show bias towards any route, be that academic or technical. The careers advice given explores a full range of technical options. Sion will always focus on the student and what is best for them.

The requirements that are set out include:

- emphasis on inspiring students about careers choices;
- the involvement of external sources including speakers, business and training providers, careers fairs and visits;
- consideration of the needs of students who require further support;
- facilitating communication with universities, employers etc;
- access to information about the careers programme on the school website.

**Our Lady of Sion School aims to fulfil the needs of students by:**

- an individualised approach that is holistic;
- providing individualised advice that is in the best interests of the student;
- being open at all times to changing needs of the students;
- liaising with independent bodies as required;
- keeping parents informed of events, speakers, etc;
- keeping up to date with developments in the labour market and higher education sector;
- providing a supportive environment in which students are able to make their own choice;
- utilising up to date resources including career programmes;
- designing and implementing a programme of study that allows students to develop their career skills.

The responsibility of delivering good quality, unbiased careers education is with the Governors, the Headteacher, the Head of Sixth Form, all PD teachers and tutors.

Authorised by .....

Date .....

Benchmark	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
<b>1. A STABLE CAREERS PROGRAMME</b>	<ul style="list-style-type: none"> <li>Personal Development (PD) Careers lesson</li> </ul>	<ul style="list-style-type: none"> <li>Personal Development (PD) Careers lesson</li> </ul>	<ul style="list-style-type: none"> <li>Personal Development (PD) Careers lesson</li> </ul>	<ul style="list-style-type: none"> <li>Space for Dialogue</li> </ul>	<ul style="list-style-type: none"> <li>Space for Dialogue</li> <li>NCS</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Careers lesson</li> <li>NCS</li> </ul>	<ul style="list-style-type: none"> <li>Careers lesson</li> </ul>
<b>2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION</b>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> </ul>
<b>3. ADDRESSING THE NEEDS OF EACH PUPIL</b>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>PD Careers lesson</li> <li>Access to Morrisby account</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> <li>Yearly meeting with Careers Lead</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Year group assemblies</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>Access to Morrisby account</li> <li>Yearly meeting with Careers Lead</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Year group assemblies</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with Careers Advisor every half term</li> <li>Access to Morrisby account</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Online videos in Registration</li> </ul>	<ul style="list-style-type: none"> <li>Meeting with Careers Advisor every half term</li> <li>Access to Morrisby account</li> <li>Posters</li> <li>Online Careers Fair</li> <li>Online videos in Registration</li> </ul>
<b>4. LINKING CURRICULUM LEARNING TO CAREERS</b>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>	<ul style="list-style-type: none"> <li>Specific curriculum posters</li> </ul>

<b>5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES</b>	<ul style="list-style-type: none"> <li>• PD Careers lesson</li> <li>• Digital Careers Spotlight Talks</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Careers Spotlight Talks</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Digital Careers Spotlight Talks</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• Digital Careers Spotlight Talks</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• Digital Careers Spotlight Talk</li> <li>• NCS</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• Digital Careers Spotlight Talk</li> <li>• NCS</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• Digital Careers Spotlight Talk</li> <li>• NCS</li> <li>• Careers guest speakers including Medicine, Law and Aviation</li> <li>• Online Careers Fair</li> </ul>
<b>6. EXPERIENCES OF WORKPLACES</b>	<ul style="list-style-type: none"> <li>• Springpod</li> <li>• Sion work experience award</li> </ul>	<ul style="list-style-type: none"> <li>• Springpod</li> <li>• Sion work experience award</li> </ul>	<ul style="list-style-type: none"> <li>• Springpod</li> <li>• Sion work experience award</li> </ul>	<ul style="list-style-type: none"> <li>• Springpod</li> <li>• Sion work experience award</li> </ul>	<ul style="list-style-type: none"> <li>• Springpod</li> <li>• NCS</li> <li>• Sion work experience award</li> </ul>	<ul style="list-style-type: none"> <li>• Work Experience to support UCAS</li> <li>• Springpod</li> <li>• Future Learn</li> <li>• NCS</li> </ul>	<ul style="list-style-type: none"> <li>• Work Experience to support UCAS</li> <li>• Springpod</li> <li>• Future Learn</li> </ul>
<b>7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</b>	<ul style="list-style-type: none"> <li>• Access to Morrisby account</li> <li>• PD lessons</li> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Morrisby account</li> <li>• PD lessons</li> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Access to Morrisby account</li> <li>• PD lessons</li> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• What Next Sussex Live Further Education Event</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• What Next Sussex Live Further Education Event</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• UCAS Discovery Event, Brighton</li> </ul>	<ul style="list-style-type: none"> <li>• What University &amp; What Career Live Online Event</li> <li>• UCAS Discovery Event, Brighton</li> </ul>

				<ul style="list-style-type: none"> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• NCS</li> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What Next Sussex Live Further Education Event</li> <li>• Attend a virtual open day</li> <li>• Future Learn</li> <li>• Chichester University visit</li> <li>• London Schools Course workshop</li> <li>• NCS</li> <li>• Biannual Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• What Next Sussex Live Further Education Event</li> <li>• University Visits</li> <li>• Future Learn</li> <li>• Biannual Careers Fair</li> </ul>
<b>8. PERSONAL GUIDANCE</b>	<ul style="list-style-type: none"> <li>• PD teacher</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• PD teacher</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• PD teacher</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• PD Teacher</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• PD Teacher</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Sixth form guidance</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Sixth form guidance</li> <li>• Opportunity to discuss careers with a staff member</li> <li>• Online Career fairs and opportunities</li> </ul>

Gatsby Benchmark	Guidance	Sion Provides
<p><b>1. A STABLE CAREERS PROGRAMME</b></p> <p>Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.</p>	<ul style="list-style-type: none"> <li>• Every school should have a stable, structured careers programme that has the explicit backing of the senior management team and has an identified and appropriately trained person responsible for it.</li> <li>• The careers programme should be published on the school's website in a way that enables pupils, parents, teachers and employers to access and understand it.</li> <li>• The programme should be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.</li> </ul>	<ul style="list-style-type: none"> <li>• With support of the careers development framework. <a href="https://www.thecdi.net/write/Framework/CDI_86-Framework-Guidance_in_Secondary_Schools-webFINAL.pdf">https://www.thecdi.net/write/Framework/CDI_86-Framework-Guidance_in_Secondary_Schools-webFINAL.pdf</a></li> <li>• Development of careers guidance through key stage: <a href="https://www.thecdi.net/write/CDI_98-Framework-skills_by_key_stage-A3_portrait-web.pdf">https://www.thecdi.net/write/CDI_98-Framework-skills_by_key_stage-A3_portrait-web.pdf</a></li> <li>• Using Compass to assess our careers activity against the 8 Gatsby Benchmarks. Last assessed in January 2024. <a href="https://tools.careersandenterprise.co.uk/oauth/login/classic">https://tools.careersandenterprise.co.uk/oauth/login/classic</a></li> <li>• Presented during Personal Development lessons</li> <li>• Program published on school website and is accessible to all.</li> </ul>
<p><b>2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION</b></p> <p>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 advisor to make best use of available information.</p>	<ul style="list-style-type: none"> <li>• By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options.</li> <li>• Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.</li> </ul>	<ul style="list-style-type: none"> <li>• LMI information created on posters for each subject which are also on the LP (see benchmark 4). These are displayed in the classrooms of each subject.</li> <li>• Presented during Personal Development</li> <li>• All students have access to Morrisby Careers account providing students with up-to-date LMI</li> </ul>

<p><b>3. ADDRESSING THE NEEDS OF EACH PUPIL</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• A school's careers programme should actively seek to challenge stereotypical thinking and raise aspirations.</li> <li>• Schools should keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions.</li> <li>• All pupils should have access to these records to support their career development.</li> <li>• Schools should collect and maintain accurate data for each pupil on their education, training or employment destinations for at least three years after they leave school.</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge stereotypes through Personal Development lessons</li> <li>• Morrisby account for every child in the school which keeps record and students have access to.</li> <li>• Year 10-11 have yearly meetings with a staff member who is able to advise on careers</li> <li>• Year 12-13 have meetings with Head of Sixth Form who is a staff member who able to advise on careers</li> <li>• All students have the opportunity to meet with a staff member who is able to advise on careers</li> </ul>
<p><b>4. LINKING CURRICULUM LEARNING TO CAREERS</b></p> <p>All teachers should link curriculum learning with careers. For example, STEM (Science Technology Engineering Maths) subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<ul style="list-style-type: none"> <li>• By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.</li> </ul>	<ul style="list-style-type: none"> <li>• Posters for each subject created- key skills, future careers, LMI</li> <li>• STEM club</li> </ul>
<p><b>5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES</b></p> <p>Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the</p>	<ul style="list-style-type: none"> <li>• Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer.</li> <li>• A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>• NCS – Year 11 and 12</li> <li>• Half termly visiting guest speakers including: Medicine, Law and Aviation</li> <li>• Digital Careers Spotlight Talks</li> <li>• What Careers Live online event</li> <li>• UCAS online Work Experience</li> </ul>



workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.		
<b>6. EXPERIENCES OF WORKPLACES</b> Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.</li> <li>• By the age of 18, every pupil should have had one further such experience, additional to any part-time jobs they may have.</li> <li>• * As far as is possible, schools and employers should ensure these are positive experiences.</li> </ul>	<ul style="list-style-type: none"> <li>• NCS - Year 11 and 12</li> <li>• Springpod - Years 7-13</li> <li>• Year 12 and 13 work experience to support UCAS</li> <li>• Year 12 and 13 - Future Learn</li> <li>• Sion work experience award – bronze, silver, gold</li> </ul>
<b>7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</b> 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.	<ul style="list-style-type: none"> <li>• By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including sixth forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils.</li> <li>• By the age of 18, all pupils who are considering applying for university should have had at least two visits to universities to meet staff and pupils.</li> <li>• * A 'meaningful' encounter is one in which the student has an opportunity to explore what it's like to learn in that environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Provided with information about a full range of higher education choices through the careers LP page</li> <li>• Individual Careers Meeting in year 10 and 11 with careers lead</li> <li>• NCS - Year 11 and 12</li> <li>• What Next Sussex Live Further Education Event</li> <li>• Year 12 and 13 attending open days</li> <li>• Chichester University school trip</li> <li>• Year 12 UCAS live</li> <li>• Online Career Fairs and work experience opportunities.</li> </ul>

<p><b>8. PERSONAL GUIDANCE</b> Every pupil should have opportunities for guidance interviews with a career's advisor, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be 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>	<ul style="list-style-type: none"> <li>• Every pupil should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</li> </ul>	<ul style="list-style-type: none"> <li>• Year 10 and Year 11 have careers interviews with a staff member who is able to advise on careers</li> <li>• Interview practice for Year 11 with Internal Advisor</li> <li>• Year 12 and 13 termly meetings with Internal Advisor</li> <li>• Guidance interviews with tutor group</li> </ul>
--	---	--