



Heddingham School & Sixth Form

Careers Education, Information, Advice and Guidance 2025

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| This Policy has been reviewed by Darren Batch, Leader of Vocational Education - changes highlighted | November 2025 |
| Staff were consulted on this document, and it was accepted by the Curriculum and Personnel Committee on: | |
| It was ratified by the Governing Body on: | 3 December 2025 |

INTRODUCTION

Mr D Batch, Careers Leader
Mr J Pearson, SLT Careers Link

At Hedingham School we endeavour to provide a safe, supportive environment where students can learn, grow and succeed. Positive partnerships between staff, students, parents and governors ensure that teaching and learning at Hedingham is central to our core purpose and produces independent students who have high expectations for themselves and others. Our aim is that all students achieve their true potential and have the information and guidance to take the next steps in their education and careers.

AIMS

Through our CEIAG we aim to:

- Prepare students for the opportunities, responsibilities and experiences of life
- Support young people to achieve their full potential and resilience for their path ahead
- Empower young people to plan and manage their own futures
- Provide comprehensive information on all options
- Raise aspirations
- Promote equality, diversity, social mobility and challenging stereotypes
- Enable all young people to sustain employability and achieve personal and economic wellbeing throughout their lives

Work Experience Guarantee

We are committed to providing every student with at least 50 hours of meaningful work experience during their time in secondary education, in line with the Department for Education's Work Experience Guarantee and Gatsby Benchmark 6. Provision will be inclusive and accessible for all learners, including those with SEND and from disadvantaged backgrounds. The programme will be embedded within our careers strategy, monitored for impact, and delivered in partnership with employers, parents, and the wider community. Detailed below is the current provision and intended hours.

| Key Phase | Year Group | Provision | Hours |
|-----------|------------|---|----------|
| 1 | 7 | Year 7 Careers Morning | 4 hours |
| | 8 | Year 8 Face to Face with Enterprise | 5 hours |
| | 9 | Year 9 Careers Fair including preparation | 1 hour |
| | 9 | Year 9 University Visit | 3 hours |
| 2 | 10 | Year 10 Work Experience | 30 hours |
| | | Year 10 CV and Letter Writing | 2 hours |
| | | Year 10 Apprenticeship Fair including preparation | 2 hours |
| | | Year 10 Interview including preparation | 1 hour |
| | 11 | Year 11 Careers Fair including preparation | 2 hours |

KEY THEMES

| POLICY | PRACTICE |
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| <p>Gatsby Benchmark 1 – A stable careers programme</p> <p><i>“To develop and maintain a programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.”</i></p> <p>To develop and maintain a stable, structured careers programme that has the explicit backing of the senior</p> | <p>The careers programme is planned by the careers lead and agreed and signed by the Curriculum and Personnel Committee and Chair of Governors.</p> <p>Our careers policy and programme are published on the school's official website page in a format that is accessible by students, parents, teachers and employers.</p> |

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| <p>management team and an appropriately trained person responsible for it.</p> <p>Publish the careers programme on the school's website in a way that allows students, parents, teachers and employers can access and understand it.</p> <p>Regularly evaluate the careers programme with feedback from students, parents, teachers and employers as part of the evaluation process.</p> | <p>The careers leader, with input from all stakeholders, evaluates the careers programme annually.</p> |
| <p><u>Gatsby Benchmark 2 – Learning from labour market information</u></p> <p><i>“All students and parents to have access to high-quality information about future study options and labour market opportunities. They will have the support of an informed adviser to make best use of available information.”</i></p> <p>By the age of 14, all students will have accessed and used information about career paths and the labour market to inform their own decisions on study options.</p> <p>Parents are encouraged to access and use information about labour markets and future study options to support their children.</p> | <p>Planned careers events in years 7-12 inform students about various labour markets and career paths.</p> <p>Information is provided at parents' evenings and open evening events to inform parents about labour markets and future study options available.</p> <ul style="list-style-type: none"> - Personal Development Resources - Careers in the Curriculum weeks w/b 6/10/25, 26/01/26, 15/06/26 - Year 11 Careers Fair 24/09/25 - Year 7 Careers Information Morning 12/12/25 - Year 10 Apprenticeship Fair 06/02/26 - Year 9 Careers Fair 30/04/26 |
| <p><u>Gatsby Benchmark 3 – Addressing the needs of each pupil</u></p> <p><i>“Students have different career guidance needs at different stages. Opportunities for advice and support should be tailored to each of these stages, with diversity and equality embedded in the school's careers programme.”</i></p> <p>Our careers programme will actively seek to challenge stereotypical thinking and raise aspirations.</p> <p>Students will be offered independent careers advice and guidance at specific times during their pathway through the school</p> <p>We will collect and maintain accurate data for each student on their education, training or employment destinations for at least three years after they leave school.</p> | <p>Careers events are designed to challenge stereotypes in the workplace and also raise aspirations of Pupil Premium; Uni connect and female students.</p> <p>Careers interviews will be scheduled with all students during Year 11 and again during Year 13 with an independent, appropriately qualified careers adviser.</p> <p>Destination data on every student is recorded and held centrally for a minimum of three years.</p> <ul style="list-style-type: none"> - Personal Development Time/Resources - Year 11 Careers Fair 24/09/25 - Year 11 Interviews 05/01/26 - Year 10 CV and Letter Writing 23/01/26 - Year 10 Interviews 12-13/03/26 |
| <p><u>Gatsby Benchmark 4 – Linking curriculum learning to careers</u></p> <p><i>“All teachers link curriculum learning with careers.”</i></p> <p>Science, technology, engineering and mathematics (STEM) subject teachers highlight the relevance of STEM subjects for a wide range of future career paths.</p> <p>By the age of 14, every student has had the opportunity to learn how the different STEM subjects help people to gain entry to a wide range of careers.</p> | <p>STEM career opportunities and career paths are highlighted in the schemes of work for all year groups where appropriate.</p> <p>Through careers events and experiences students will witness STEM career opportunities and gain knowledge regarding entry into potential STEM careers.</p> |

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| <p>All subject teachers emphasise the importance of succeeding in English and Maths.</p> | <p>The importance of Maths and English is stressed at every stage of a students' time at the school. Maths and English intervention programmes are a regular occurrence for those students who fall below expected levels.</p> <ul style="list-style-type: none"> - Careers in the Curriculum weeks w/b 6/10/25, 26/01/26, 15/06/26 - Year 8 Face to Face with Enterprise 29/01/26 - Year 10 Work Experience w/b 06/07/26 - Parents Evenings |
| <p><u>Gatsby Benchmark 5 – Encounters with employers and employees</u></p> <p><i>“Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.”</i></p> <p>Students should participate in at least one meaningful encounter with an employer every year between Years 7-13.</p> <p>Maintain links with our Local Enterprise Partnership to ensure we remain informed regarding new opportunities and information.</p> | <p>Students engage with employers in a variety of events, trips, workshops and interviews throughout their education at Heddingham School.</p> <p>Maintain membership to the Braintree Information, Advice and Guidance Cluster group and attend regular meetings.</p> <ul style="list-style-type: none"> - Year 11 Careers Fair 24/09/25 - Year 7 Careers Information Morning 12/12/25 - Year 8 Face to Face with Enterprise 29/01/26 - Year 10 Apprenticeship Fair 06/02/26 - Year 9 Careers Fair 30/04/26 - Year 12 Enterprise Challenge w/b 13/07/26 |
| <p><u>Gatsby Benchmark 6 – Experiences of workplaces</u></p> <p><i>“Every student 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.”</i></p> <p>By the age of 16, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have.</p> <p>By the age of 18, every student should have had one further such experience, additional to any part-time jobs they may have.</p> | <p>Students take part in a range of activities throughout their school life which enable them to experience workplaces, eg Work Experience, Interviews, trips/educational visits. We aim to provide students with two-weeks (50 hours) of experiences of the workplace throughout their secondary education.</p> <p>In addition, the Year 12 ‘Enterprise Challenge’ event is designed to incorporate experiences in the workplace environment post-16. We have several local and national companies involved who provide very good experiences for our students.</p> <ul style="list-style-type: none"> - Year 12 Enterprise Challenge w/b 13/07/26 - Year 10 Work Experience w/b 06/07/26 |
| <p><u>Gatsby Benchmark 7 – Encounters with further and higher education</u></p> <p><i>“All students should understand the full range of learning opportunities that are available to them. This includes academic and vocational routes and learning in schools, colleges, universities and the workplace.”</i></p> <p>By the age of 16, every student should have had a meaningful encounter with a provider of the full range of learning opportunities.</p> <p>By the age of 18, all students who are considering applying for university should have had at least two visits to universities to meet staff and students.</p> | <p>Trips and visits are arranged with Universities, Apprenticeship providers and trainers to allow students to engage with the full range of options available to them.</p> <ul style="list-style-type: none"> - Year 11 Careers Fair 24/09/25 - Year 10 Apprenticeship Fair 06/02/26 - Year 12 University Insight Day 12/11/25 - Year 9 Careers Fair 30/04/26 - Year 12 Higher Education Fair 11/06/26 - Year 10 Sixth Form Taster Day 18/06/26 - Year 11 Sixth Form Taster Day 08/07/26 |
| <p><u>Gatsby Benchmark 8 – Personal guidance</u></p> <p><i>“Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal</i></p> | <p>A level 6 qualified Careers Advisor conducts groups and 1:1 guidance interviews with every student in Year 11</p> |

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| <p><i>(a member of school staff) or external, provided they are trained to an appropriate level.”</i></p> <p>Careers advice should be available whenever significant study or career choices are being made. This is expected for all students, but should be timed to meet their individual needs.</p> <p>Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.</p> | <p>providing feedback and action plan where appropriate to ensure they access the next step of their education careers pathway.</p> <p>Significant guidance is provided through the ‘Options Choice’ process in Year 9. Students are mentored through the tutorial programme at all stages of the school.</p> <p>Interviews are conducted as part of the Year 10 Kickstart to Enterprise event where every student receives a 15-minute interview with a professional from local business.</p> <p>All students applying for Hedingham Sixth Form take part in an interview by SLT as part of their application process.</p> <ul style="list-style-type: none"> - Personal Development Time/Resources - Year 11 Careers Guidance Interviews Sept-March - Year 11 SLT Interviews 05/01/26 - Year 10 CV and Letter Writing 23/01/26 - Year 10 Interviews 12-13/03/26 |
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