



DITCHAM PARK SCHOOL

Where every child is known and valued

Citizenship, Careers and Further Education Policy

Compiled by	Head of Careers
Approved by	Headmaster
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Citizenship, Careers and Further Education Policy

Policy Statement

As part of the extended curriculum that goes beyond examination subjects; Ditcham Park School recognises the need for pupils to have a range of specific advice, guidance and information focused on Citizenship, Careers and Further Education. Within this context, the school introduces a progressive range of opportunities including Careers and FE talks, Information Evenings, Events and visits to local 6th Forms, from Year 8 onwards. The school also has a designated Head of Careers and Further Education who oversees this programme.

AIM

All students will be fully equipped to make appropriate, informed decisions and will have developed the lifelong skills required to search for, secure and succeed at Post-16.

Year 8 (Form 2)

- Students are provided with information from individual GCSE subject teachers about requirements for their specific subject.
- Students are provided with option booklets for GCSE choices.
- Parents and carers of Form 2 students are sent a letter, along with the options booklet, to provide an overview of their Careers/FE provision.
- A 'Careers Session' is provided by Havant & South Downs College, to encourage students to think carefully about their subject choices in Form 2 (Introduction to Career Pathways), prior to them making their option choices.
- During the Spring Term there is a parents evening to discuss GCSE options with subject teachers.

Year 9 (Form 3)

- Students are given information and encouraged to use the 'Careers Library' and ICT, particularly the New Kudos careers software, in order to research options for further and higher education, as well as potential careers. (New Kudos is now available in the ICT suites, Careers Library and can be accessed online from home).



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Year 10 (Form 4)

- Information is provided to Students about local sixth form college Open Days / evenings as they become available.
- A Careers display is provided for parents, as part of the Form 4 Parents Evening. (This provides parents with details of the careers 'programme' and the opportunity to ask questions about the careers provision for their children).
- Students attend a "6th Form Taster Day" at Havant & South Downs College – all students attend and partake in a variety of taster sessions organised by the college. The taster day is also attended by other schools in the local area so students have the opportunity to mix and work with other students with similar interests.
- Students are able to contrast the Havant & South Downs College 'experience' with a Taster Day at Churcher's College. Again, all students attend.
- Students are given additional information and further encouraged to use the 'Careers Library' and ICT, particularly the New Kudos careers software, in order to research options for Further and Higher Education, as well as potential careers. (New Kudos is now available in the ICT suites, Careers Library and can be accessed online from home).
- A 'Careers Session' is provided by Havant & South Downs College, to encourage students to think carefully about their 'Post-16 Decision Making and preparation for Applying to College'.
- During the Summer Term, students create a Record of Personal Achievement, in preparation for College Interviews during the Autumn and Spring Terms of Form 5.
- Mock College Interviews are provided for all Form 4 students, by admissions staff from Havant & South Downs College.
- Optional, additional psychometric tests (Morrisby) made available to Students, at an additional charge. (The results of these tests are fed back to the students as part of their 'Careers Interview', at the beginning of Form 5).

Year 11 (Form 5)

- A Careers & Further Education Information Evening is offered to all of Form 5 and their parents, at the start of the year in September. This event is currently attended by 15 different local 6th Form Schools and Colleges and provides the students and their parents with an invaluable opportunity to meet admissions staff from the various institutions and discuss the application process. The most up to date prospectuses for each College and School are



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available on this evening. Our Independent Careers Advisor (Olwen Parkinson), is also available for students and their parents to speak to.

- All Form 5 students have a weekly CCFE lesson. This enables the delivery of the Careers Programme to take place. (See separate Careers Programme)
- Careers interviews are carried out by an Independent Careers Adviser (Olwen Parkinson) – each student has an interview with written feedback provided. (Students are encouraged to have completed the New Kudos programme prior to interview.) Students who chose to undergo the 'Morrisby Psychometric Testing', also receive their results at this time.
- (Parents are invited to attend the interview).
- A list of college Open Evenings are provided to students and College Prospectuses are distributed, as they become available.
- Students are encouraged to visit as many Colleges and 6th Form Schools as possible.
- Help is provided in completing application forms – this is integrated into CCFE programme.
- Visits, applications and interviews monitored by the Head of careers & Form 5 tutors.
- Local 6th Form Schools and Colleges visit Ditcham to deliver presentations to Form 5, as part of the CCFE programme. (Currently presentations are provided by Alton College, Bishop Luffa School, Churcher's College, Godalming College, Havant & South Downs College, Portsmouth Grammar School, St Johns College, Peter Symonds College, Oaklands RC School).

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