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| **Careers Education Programme**  **Guide for Parents and Carers**  A picture containing text, building, outdoor, sign  Description automatically generated |

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Dear Parent/Carer

At Aurora Hanley School we aim to support every young person to discover what interests them and to identify their strengths in order to consider their next steps after Aurora Hanley School.

We want to help every student to develop high aspirations, consider a broad and ambitious range of careers, expand their horizons, embrace what the future has in store for them, as well as making a positive contribution to the community in which they live.

Next steps may look very different for different students.

This booklet details the Careers Education, Information, Advice and Guidance (CEIAG) programme that your child will experience during their time at Aurora Hanley and also offers links to websites which you may find useful to support your child.

We always welcome queries and will aim to help and support you as much as possible.

Our Careers Policy is available on our Hanley School website and is emailed out annually to all parents/carers.

Due to the differing profiles of our young people, some may leave at the end of Year 11 to go off to College, whilst others may leave at the end of Year 12 or 13 depending on their own individual pathway. As we offer a two year Post 16 Pathway (for Year 12/13) the majority of our Post 16 students leave by the end of Year 13. In exceptional circumstances we may offer a further year (Year 14) but this is dependent on there being an appropriate curriculum pathway at that point for the student.

Our first point of contact for Careers is Fran Knowles (Assistant Head- Upper School) who can then signpost you to appropriate people.

Kind regards,

Tracy Whitehurst (Headteacher)

**Every student in Upper School….**

Many of our students find new experiences challenging, even frightening, and may experience considerable anxiety. Many may not access out of school opportunities. Some may not have ‘local’ friends and therefore may have limited social contact.

We therefore believe it is crucial to gently expose our students to new opportunities to enable them to build confidence and resilience and to explore what they do enjoy, don’t enjoy, find new interests and broaden their horizons.

**All our students have the following experiences every year:**

* **‘My Pathway’ document** is updated with students termly gathering their views
* **Annual review of the EHCP**– all students are encouraged to attend. The meetingincludes personalised discussions around independence, life skills and aspirations. From Year 9 ‘Preparation for adulthood’ becomes a focus.
* **Tutor time programme**- which includes career related sessions weekly
* **Travel training opportunities** including road safety and using public transport
* **Annual Careers Week** – this includes visiting speakers from a range of career paths and employers and a variety of linked opportunities such as CV writing, cover letters, application forms, mock interviews, virtual tours. This takes place towards the end of June/beginning of July each year.
* **Feel Good Friday**- On Friday afternoons students choose from a range of options which include careers/employment links. Examples include a film project with Staffordshire University, a music project with Newcastle College, a fishing project, a drama project with the New Vic theatre etc.
* **Employer and Careers** links across the curriculum and across the yeare.g. Chef visit, author visit (World Book Day).
* **Annual opportunities to access an independent Careers advisor**- Parents/Carers are welcome to contact us at any point to request further advice and support.
* **Enterprise opportunities-** Christmas/Summer Fayres, charity days, catering
* **Careers Information visible around school-** library, display boards.

Year 7, 8, 9

Our main priority in Year 7 is to help students with the transition from primary school to secondary school. Some of our students will be arriving to us from other primary schools and will be new to Aurora Hanley. Others may be moving up from our Lower School.

For students already with us in Year 6, a personalised transition plan will be put into place to ensure every student is well prepared for the change. We transition to new classes before the summer break to ensure no student suffers unnecessary anxiety over the summer. We also build in opportunities for Lower School students to experience Upper School throughout their time with us, to reduce anxiety and ensure familiarity with the building and staff before they come to move.



On arrival in Upper School, support is given by the whole staff team on a daily basis to ensure students feel safe, secure and become established quickly. Staff share key information through the Student Support Plans (SSPs), Risk Assessments (RAs) and Individual Provision Plans (IPP).

In Year 7, 8 and 9 we give students many opportunities to grow their teamwork skills, leadership and social skills. We aim to develop their confidence through trips and visits. We teach students to identify their own strengths and areas for development which is a vital skill for all students to learn. We look at the skills they already have, how to develop and build on these and how to support the acquisition of new skills.

Students in Upper School complete a ‘My Pathway’ document which helps students identify key steps in their own development. This is then updated by students termly in tutor time and becomes part of the EHCP process.

Students in Year 7, 8 and 9 all have opportunities to meet with the Independent Careers advisor- either on a 1-1 basis or individually depending on the needs of the young person. This usually takes place within the summer term.

**Online Reputation**

**In computing,** students are taught about the importance of maintaining a good online reputation. They explore what their digital tattoo is through social media and how this could influence their online reputation with future potential employers.



Year 10 and Year 11

In Year 10 and 11 we aim to support students in becoming clearer about what their next step may look like, whether that means staying on at Aurora for Year 12 and 13 or moving on to another college or provider.

All students in Year 10 and 11 will have a 1 to 1 meeting with the Independent Careers Advisor within the autumn term. Parents/Carers are welcome to attend this if they wish.

The EHCP Annual review will include detailed discussion of student aspirations and next steps and preparation for adulthood.

Students continue to update their ‘My Pathway’ documents with their ideas for next steps, their strengths and development points, so that their voice is captured and can be shared at meetings and discussions.

For students who choose to move on at the end of Year 11, we will work with parents / carers to support with College interviews and visits and we will support transition plans to make this process as successful as possible.

Year 12 and 13

The Post 16 provision focuses heavily on preparation for adulthood and independent life skills, alongside a core offer of Maths and English with a small number of other qualifications linked to Princes Trust and BTECs. We are unfortunately unable to offer A levels. This is a fixed offer each year based on our review of the student group.

All students in Year 12 and 13 will have a 1 to 1 meeting with the Independent Careers Advisor within the autumn term. Parents/Carers are welcome to attend this if they wish. The EHCP Annual review will include detailed discussion of student aspirations and next steps and preparation for adulthood.

All students in Year 12 and 13 take part in work experience and travel training as part of the curriculum programme. Work experience will be linked to students interests or identified career paths.

We will work with parents/carers to prepare all students to successfully move on at the end of Year 13. We will support with College interviews and visits and support transition plans to make this as successful as possible.

Follow up

We continue to track our students for 3 years after they leave us. This helps us to learn more about what has worked well for students and whether there are any learning points for us. It also helps us understand students’ routes after Aurora Hanley, which supports us in improving our learning pathways for future cohorts.

Should your child struggle on leaving us, please do feel free to get back in touch. We will endeavour to signpost appropriate support and guidance to enable you to find a positive way forwards.

The contact numbers and websites at the end of this booklet may also be helpful.

**Useful Contacts**

**National Careers Service (NCS)** [**www.nationalcareersservice.direct.gov.uk**](http://www.nationalcareersservice.direct.gov.uk)

The NCS provides over-the-telephone and online careers services to 13-18 year olds with information, advice and guidance on learning, training and work opportunities. The NCS website contains over 750 job profiles, and each of them gives you the essential information you need on what the job involves and how to get into it. The site has local job market information. The service offers confidential and impartial advice, supported by qualified careers advisers.

**Cheshire Entrust- Careers support for Cheshire Pupils**

**Tel:** 0333 300 1900 **Email:** [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

**Staffordshire Entrust – Careers support for Staffordshire Pupils**

**Tel**: 0333 300 1900 **Email:** [enquiries@entrust-ed.co.uk](mailto:enquiries@entrust-ed.co.uk)

**Careers support for Stoke Pupils**

Text- 07879 115678. Telephone: [01782 237747](tel:01782237747) Email: [careers.advice@stoke.gov.uk](mailto:careers.advice@stoke.gov.uk)

**Useful Websites**

**Careers Advice for Parents www.careersadviceforparents.org**

A completely independent one-stop shop for parents who want to understand the competing choices that are available to school and college leavers.



**iCould**

Lots of different careers videos, information and help regarding exam revision and student finance. Take the ‘BuzzTest’ and find out what makes you tick.



**Careers Box**

Lots of videos covering different careers, apprenticeships and university.



**Apprenticeships**

Search for, apply for and learn about the different types of apprenticeships all in one place.

