



PRIORY SCHOOL
EDGBASTON

Careers Education Information and Guidance
(CEIAG)
(STATUTORY)

Trustee Committee:	Education		
Date Approved:	October 2025		
Next of Review:	October 2028		
Member of Staff Responsible:	LF Leanne Flood Assistant Headteacher		
Trustee Overseer:	AC: Anne Cleary		
Intended Audience:	Options: Employees, Parents and Pupils		
Relevance:	Whole School	No	
	Early Years	No	
	Preparatory	Yes	
	Seniors	Yes	
Access:	Website	Yes	
	Internal	No	
	Restricted	No	

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

Principle

The school has an important role in preparing pupils for the opportunities of adult life. Providing a Careers Education, Information and Guidance Programme is part of this commitment.

The programme aims to develop the pupils' skills and to provide the information to enable them to make considered educational and career decisions that are consistent with their abilities and needs.

The key aim of the Careers programme is to focus on ensuring students are enabled to succeed, by ensuring that they receive high standards of teaching and learning about their future progression.

Purpose

- To inspire pupils about their future prospects
- Raise aspirations and broaden horizons to raise awareness of opportunities available
- Equip students with the employability skills they need to succeed beyond school life
- To help pupils develop an understanding of their own abilities and values
- To develop understanding of the world of work, wealth-creating and enterprise
- To help pupils develop the skills for the transition from school to further education.
- To provide CEIAG in collaboration with students, parents and our professional and community partners

The Gatsby Principles

Priory School is committed to the Gatsby Principles for career education as follows:

1. Providing a stable careers programme
2. Allowing students to learn utilising careers and labour market information
3. Addressing the needs of every student
4. Linking curriculum content to career information
5. Providing opportunities for encounters with employers and employees
6. Providing experiences of work places
7. Providing opportunities to encounter further and higher education
8. To provide personal and individualised guidance

Accordingly, the school will:

1. Include Careers Education in the PSHE Course across all Key Stages
2. Ensure careers are taught within subject areas, assemblies, work related learning and workshops across all Key Stages
3. Provide opportunities for pupils to learn about short and long-term further education and training and how to gain access to them, where they might lead, and of the kinds of financial support available.
4. Develop pupils' abilities to find out for themselves about possible occupations and opportunities, using various sources of information, such as can be found in the Careers section of the School Library

CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY (CEIAG)

5. Develop pupils' decision-making skills, particularly their ability to identify the various factors involved in choosing careers. E.g. Qualifications needed: life-styles, values, and opportunities.
6. Develop pupils' decision-making skills, particularly their ability to write applications.
7. Provide pupils with opportunities to find work experience, either physical or virtual, to enable them to sample working life at first hand.
8. Give pupils a wide range of experience and information, using visits, role play, speakers, the library service, and computer facilities across all Key Stages
9. Provide a trip to the Careers Fair and the National School Leavers shows at the NEC annually.
10. Offer one-to-one careers interviews with pupils to encourage and support them through the transition from key stage 3 to 4 and from key stage 4 to 5.
11. Keep parents informed of all educational and career choices their children have to make.
12. Communicate all online and virtual opportunities to engage with careers platforms and events as required, including access to Springpod.
13. Provide a dedicated work experience week for Year 10 and 12 annually
14. Where possible invite guest speakers to talk about popular career choices across all Key Stages
15. Provide opportunities for work experience in KS3 within our own school
16. Provide a work experience day in Key Stage 3 once every three years

Outcomes:

By the end of the following key stages, all pupils/students will:

KS3

- Have a greater awareness of themselves (qualities, abilities, weaknesses, limitations)
- Be more aware of the implications of GCSE options
- Have a better understanding of potential careers that match their interests and skills

KS4 & KS5

- Have chosen appropriate options, having researched necessary information, advice, and guidance
- Be more aware of the options post 16 and which of them are suitable for them
- Participate in the Work Experience Programme
- Have increased awareness of options post 16 and which are suitable.
- Have completed an online careers test to aid the decision-making process when thinking about GCSE options and career choices.

Personnel:

- Assistant Headteacher – coordinates the PSHE Programme.
- Assistant Headteacher – Coordinates career advice alongside the year 11 tutors and the 6th Form Team

- Every member of staff, when approached by pupils' should respond with appropriate guidance and support.

Careers education in the PSHE Curriculum.

At Key Stage Three pupils complete work during PSHE, focusing on the legal issues regarding employment, such as the legal age for part-time work. They look at their future hopes, including possible career choices and the nature of the workplace, so they become aware of some of the things that they should expect when they enter a working environment. This continues to develop towards the end of the key stage when they look at subject choices, where to get help to make these choices, and set themselves targets on how to achieve in their future.

In Year 10 PSHE focuses on work experience opportunities, either virtual or physical, and looking at the skills and qualities needed for careers. In year 11 the programme ensures the pupils write a personal statement and CV, develop interview skills, and apply for post-16 education.

In addition, form time on Monday is also used for careers / PSHE education where career specific resources are used throughout the year including lessons that focus on subject specific career guidance.

Students are also directed towards online careers events, college and university open days and other appropriate events from National platforms such as Springpod. These opportunities are also detailed on the school newsletter for parents.

Additionally, students will receive the following:

- Assemblies on careers
- Careers interviews in Key Stage 4 with form tutors and SLT
- Assistance in researching careers through our school librarians
- Advice from teacher
- Access to online platforms such as Springpod
- Opportunities to attend Careers Fairs
- Information and guidance from external professionals

Work Experience

In Years 10 and 12, all pupils complete 1 week of work experience at a place of employment during the summer term. In preparation for this pupils are provided with a detailed work experience booklet and work experience diary. Pupils look at various places of employment and begin to develop their ideas of what they would like to do for their future career.

Key Stage 3 students complete work experience with our administration and reception team on a rota throughout the academic year in addition to completing a one-day external placement in the summer term once every three years.

(See Priory School's Work Experience Policy for more information.)