



Parents/Carers Information on Careers Support offered at The Polesworth School

The Careers Co-ordinator

My name is Mr Chris Davis and I am employed by the school as the Careers Co-ordinator. I am responsible for the Careers education delivered during the tutorial time and on the Enhanced Learning Days. In my capacity as Careers Advisor I am also responsible for all the careers guidance the pupils receive whilst at The Polesworth School.

My working hours during term time are Monday to Thursday 8.00am to 4.00pm and on Friday 8.00am to 3.30pm

Availability to Parents

- I am available for appointments at all the school designated Parents evenings including the Year 8 curriculum and Sixth Form evenings
- Parents/Carers are invited to attend the Year 11 Careers interviews with their son or daughter

I am available for appointments with Parents/Carers during the school day, after school or should you have any queries or questions please call 01827 702205 and ask for Careers or e-mail me on c.davis@thepolesworthschool.com

How can I find out what careers work is offered at The Polesworth School to my son or daughter?

The **Careers Policy** is on the school website under Careers and outlines what students' entitlement is and the Careers support offered. The **Careers Plan** shows what activities during the academic year your son or daughter will access.

Student Guidance

Careers guidance is open to all students from the school. There is some targeted support offered.

Year 8 - Help with GCSE option choices

Year 10 - Help with getting work experience

Year 11 - All students are given a Careers guidance interview and typed summary of the meeting.

Years 12 and 13 - Students can self-refer for an appointment during their designated free periods.

Parents and Carers are welcome to attend any interviews.

Careers Software Packages

The Careers department has purchased various careers related software which students can access at school or home. The packages include:

- **JED** - this has a careers suggestions questionnaire to help with exploring career ideas, information on many careers and jobs, linking subjects to careers
- **Higher Ideas** - exploring what you can study at University
- **Careersplanner** - looks at all post-18 options
- **Unifrog** - helping compare information on different University degrees

If you would like to know more about them and how your son or daughter can access and use them, please contact me to arrange an appointment to go through a demonstration with you.

Your say

If you would like to comment and provide me with feedback on the school's Career Policy and /or Careers Plan or make a suggestion, send an idea or improvement please do so either via email, phoning or seeing me in person. I welcome any suggestions. You have an important role in guiding and supporting your son or daughters' future and can contribute to developing the careers work in our school.

Requesting Parent/Carers for careers talks in school

If you or someone you know would be willing to come into school to talk to students about their career or job, please contact me. We would welcome your support in contributing to our Careers Education Programme.

Careers Office Opening Times

The Careers Office is open to students every day at break times, lunch times and after school to either use the resources available or for students to see me.

Information on the Careers department is on the school website www.theolesworthschool.com Click on School Life and you will find Careers Advice on the drop down menu.

