



LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

CEIAG Policy **BISHOP CHALLONER CATHOLIC SCHOOL**

Status Public
2026

APPROVED BY THE LOCAL GOVERNING BODY ON:...12th May 2026.....

CHAIR OF GOVERNOR'S SIGNATURE:.....

David Evans

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1. Bishop Challoner School Vision

Our school is more than just a place of learning; it's a community where young people are encouraged to question, to listen, and to engage thoughtfully with the world around them. We strive to create an environment that nurtures confidence, resilience, and a love of learning, ensuring that our students make the most of the opportunities available to them. We believe that high expectations, both in learning and behaviour, are key to helping every pupil thrive and achieve their best.

2. Mission Statement

To do ordinary things, extraordinarily well.

3. Introduction

Schools have a statutory duty to provide Careers Education, Information, Advice and Guidance to year's 7-13. (Updated Gatsby Benchmarks 2025) Bishop Challoner, this is an objective which we take very seriously and believe that by doing so, it will assist the school in meeting the objectives of the school improvement plan and more importantly ensure that our students are given the tools to make a successful transition to their chosen pathway. The detail of this policy has been written with reference to the Government guidance on careers education in school, The Gatsby Framework (Gatsby, 2025) alongside DfE requirements for CEIAG (2025). It has also been written with reference to additional policies within the school such as SEN, Safeguarding, Equality of Opportunities and the Health & Safety policy. The policy has been written in consultation with the Career Guidance Manager, Senior Leadership Team, SENCO, PSHE lead and students.

4. Aims and Objectives

Bishop Challoner Catholic School is fully committed to promoting CEIAG from the top down across the school. We believe that strong CEIAG is crucial to a young person developing their employability skills and resilience needed to cope in modern society which will ultimately have a positive impact on educational attainment. We have one staff member who is Level 6 qualified in Careers Guidance to provide outstanding impartial guidance to our students. We also commission additional time from external organisations to provide independent guidance to targeted students.

The programme will encapsulate all students from the gifted & talented to students with special educational needs, ensuring that students in alternative provision are supported through regular review. There will be emphasis placed on the impartiality of the guidance and focus on each student's individual needs. Our provision will include CEIAG being embed across our subject areas, alongside a range of aspirational extra-curricular activities and intensive one-to-one support staff. We aim to give students the opportunity to engage with industries and educational establishments alongside local labour market information, which will subsequently allow them to make informed choices about their future career paths. We aim to meet requirements on destinations figures and use this data in an analytical manner to improve delivery of the programme. The impact of the policy will be measured through:

- Number of school leavers who are NEET (Not in Education, Employment or Training).
- Destinations including into Further Education, Higher Education and Apprenticeships).
- Diversity of destinations.
- Numbers securing places at Russell Group universities.
- Uptake of targeted subjects at KS5 and degrees post 16 as set out in the School Improvement Plan.

5. Delivery of CEIAG

The onus is on the delivery of CEIAG being carried out across the curriculum by all relevant staff. It will be based on the learning outcomes of the CDI learning outcomes and will be measured by the success in which these outcomes are met. Within the school though there is a structured arrangement within the school to deliver CEIAG in school:

- Assistant Headteacher with responsibility for Personal Development.
- Careers Guidance Manager with responsibility of delivery of the CEIAG programme.
- PSHE Co-ordinator with responsibility for the PSHE programme which includes the delivery of CEIAG.
- Subject links within each curriculum area that is responsible for feeding updates across their subject areas.
- Pastoral Support Managers who support tutors in CEIAG related activities and student progression to relevant year groups.

6. Training

The Deputy Headteacher responsible for CPD will ensure that staff who are involved in the delivery of the CEIAG programme are well trained and subsequently skilled to be able to carry out their role to a high standard. In particular, the Career Guidance Manager will be required to attend relevant CPD sessions to ensure they are up to date with developments within areas such as Further and Higher Education, Apprenticeships and Labour Market Information disseminated to form tutors. It will also be the responsibility of the Career Guidance Manager to ensure that all staff is kept up to date with developments within CEIAG by using internal communication methods to inform.

7. Student Assessment

Students will be required to document their learning via any relevant work carried out across the curriculum. This carried out by staff and students and there will be onus placed on students being able to self-reflect to assess progress.

8. Student Entitlement

We believe that students should be entitled to a comprehensive programme of CEIAG across each year group. Please see appendix for a comprehensive overview of the student entitlement. This entitlement will be reviewed on an annual basis. Staff will be privy to the student entitlement through the school's internal communication. It will be available to all students and parents through the school website.

9. Resources

An annual budget will be agreed by senior leadership team and will be the responsibility of the AST in charge of CEIAG and Career Guidance Manager. This will incorporate the capacity to exceed our need to provide independent careers guidance and provide students with aspirational software packages such as Unifrog. It will also make allowances for students to receive a programme of aspirational trips and activities which will meet the student entitlement.

10. Partnerships

We work with several different organisations to support our students to ensure they receive outstanding independent and impartial IAG alongside maintaining staff are well trained on current issues and developments. These include:

- Tower Hamlets Learning Trust Careers Collaborative- a consortium of local secondary schools who work in partnership to improve the opportunities of our students.
- Central London Careers Hub, **Career Hub - Lambeth and Tower Hamlets**
- Loughborough University - provide post 18 support for our students.
- City University - provide independent IAG to our students.
- Newcastle University, Hertfordshire University and Loughborough University - partner school for their widening participation programme.

- BIBA (British Insurance Brokers Association) – Facilitating work visits, assemblies in school to speak about apprenticeship routes and university routes into work, providing annual work placements.
- LVN (Local Village Network) - working with the school to provide careers support for Y10 and 12. This includes online careers meetings, Workplace visits with a range of employers, assemblies about careers options and facilitating annual work experience placements.
- COWI Engineering Firm provides annual work placements as part of the Central London Careers Hub School Partnership.
- Girls who Bank - providing KS3 termly whole cohort sessions focused on money skills (Y7, 8 and 9). Providing assemblies and workplace visits
- The Switch, Journey Programme - A full school partnership with JP Morgan. Working with KS3 to provide assemblies termly on careers paths and money skills. Running careers whole cohort sessions with external volunteers from JP Morgan for year 9, 10 and 12. Running whole cohort, in person, 1 on 1 practice interviews for both Y10 and 12. Running mentoring at JP Morgan for Y10, 11 and 12 on a monthly basis.
- The Construction Youth Trust - Running monthly construction based sessions to a cohort of Y10, 11 and 12 teaching them about the wide range of different careers available in education. Providing site visits and work experience for pupils in the cohort. Providing assemblies about different careers paths to Y12. Providing 1 - 1 careers meetings to discuss next steps (not constrained to construction)

In addition, we aim to strengthen our links with local employers and educational providers. This includes ensuring that our students can access outstanding educational opportunities.

11. Evaluation of Provision

The CEIAG policy will be reviewed on an annual basis by the Assistant Headteacher with responsibility for CEIAG alongside the Career Guidance Manager with input from key staff and students. This will be measured by mapping the programme against the learning outcomes from The CDI framework and ensuring that the outcomes are being delivered. In addition, the school's work will be internally assessed as part of the accreditation of Investors in Careers. We also value the input of our staff and more importantly students, parents and they will be asked for the input of how to improve the CEIAG provision whilst ensuring this is in line with the schools School Improvement Plan and agreed priorities.

12. Further Information

Gatsby Foundation (2014): Good Career Guidance:
<https://www.gatsby.org.uk/education/activity/good-career-guidance/>

Department for Education (Jan 2025), Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>

Ofsted (Updated Sept 2023): The Education Inspection Framework
<https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework-for-september-2023>

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>

BISHOP CHALLONER CATHOLIC SCHOOL CEIAG ADDENDUM

1. Bishop Challoner Catholic School CEIAG Team

Link Governor for Careers: Vikki Bradney-Spencer

Assistant Headteacher with line management responsibilities: Jeanette Etienne
 Career Guidance Manager: Jonathan Howard

2. Student Entitlement for 2025/26

This CEIAG programme has been put in place to ensure all students are supported at the appropriate stage of their education. This will be reviewed on a yearly basis. In addition, a regular bulletin of different career related activities will be sent out to students. This will also signpost parents to useful developments in relation to different pathways and labour market information.

Year 13	<ul style="list-style-type: none"> • Students will receive on-going impartial support from careers coordinator relating to their future plans. • Students will receive support in relation to UCAS application process, alongside apprenticeships/school leaver programmes and gap year provision. Part of this support will be delivered through PSHE programme alongside intensive support during tutor time • There will be on-going networking opportunities with key employers and training providers to support with post 18 options. • Mock Interviews and Mock Assessment Centres will be arranged for students who feel they would like support from industry and educational specialists. • Students will be given guidance on key issues such as student finance, Accommodation and how to adapt to University Life. • Support will be given to those seeking apprenticeships via a weekly apprenticeship newsletter and mock interviews and workshops to help student secure apprenticeships.
Year 12	<ul style="list-style-type: none"> • Students will receive on-going impartial support going support from Careers Coordinator relating to future plans • Students will have opportunity to undertake work experience and/or attend University Summer Schools and Open Days • There will be a Post-18 options week which will highlight the key pathways which students can access after Year 13. This will include a visit to a Higher Education institution. • Students will undertake a range of careers based activities throughout the year, to enhance their knowledge of different pathways.
Year 11	<ul style="list-style-type: none"> • Students will be supported to progress into education, employment • and training for September 2024. Support will be given on GCSE • results day. • Each student will have their own individual appointment with a Level 6 Qualified Careers Advisor.

Year 10	<ul style="list-style-type: none"> • Students will receive on-going impartial support from the careers coordinator. • Students will undertake a range of work-related learning activities throughout the year, this will include a range of activities including during National Apprenticeship Week and National Careers Week to enhance their knowledge of different pathways. • Students will experience workplaces via work experience placements or Insight Days and Workshops during Futures Week
Year 9	<ul style="list-style-type: none"> • Students will receive on-going impartial support from the careers coordinator. • Students will be given the opportunities to visit workplaces and universities with a focus on raising their awareness of careers and the variety of opportunities which exist. All students will have an employer encounter • Targeted students will undertake a programme of events, trips and workshops, which will aim to raise achievement and prepare students for their future. • Students will have a one-to-one meeting with a level 6 qualified Careers Advisor to select their GCSE options for Year 10
Year 8	<ul style="list-style-type: none"> • Students will receive on-going impartial support from the careers coordinator. • Targeted students will undertake a programme of events, trips and workshops, which will aim to raise achievement and prepare students for their future.
Year 7	<ul style="list-style-type: none"> • Students will receive on-going impartial support from the careers coordinator. • All students will have the opportunity of contact with an employer.