

# Brookfields School – Careers Access Policy

## Introduction

This policy statement sets out the Brookfields school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## Pupil entitlement

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

### Procedure

- A provider wishing to request access should contact:  
Maurice George (Assistant Head Teacher)  
Brandon Mills (Head Teacher)  
Telephone – 0118 942 1382 or  
email at [mgearorge@brookfields.w-berks.sch.uk](mailto:mgearorge@brookfields.w-berks.sch.uk) or [bmills@brookfields.w-berks.sch.uk](mailto:bmills@brookfields.w-berks.sch.uk)

## Opportunities for access

- A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers e.g. careers week, employer engagement afternoon teas, assemblies, annual 'What's Next? Events etc.
- In their Person Centred Action Plan, which all pupils prepare for their Annual Review, they identify what they would like to do in the future in terms of the jobs that would interest them or the pathway they would like to take when they transition from school. Each year, these future ambitions and dreams are

refined further focusing on the strands of Employment, Housing, Social and Health (Preparation for Adulthood)

- Y9 Transition Reviews will start to focus on the support that the pupils have identified they might need in order to achieve their dreams and ambitions
- Throughout the academic year, pupils in Y10 and above has tailored careers coaching involving external businesses as well as representatives from FE colleges
- From Y10, pupils start building their Vocational Profile and CV
- From Y7 to Y14, all pupils participate in 'Careers at Every Level Careers' Education Lessons. This will include extensive and repeated encounters with employers and well as FE providers
- From Y10 to Y14, pupils will participate our unique Pathway to Employment programme
- At Y11, pupils will be supported in deciding what route they would like to take in preparation for their transition from Brookfields School
- All pupils will have bespoke Work Experience from Y10 to Y14
- For some pupils in Y12, Y13 and Y14, their Study Programme may be made up on part time employment
- For some Y14 pupils, they will be on a Supported Internship programme
- The school has the following dedicated staff supporting our Pathway to Employment
  1. Careers Lead – Maurice George (Assistant Head Teacher)
  2. Employer Engagement Manager – Julie Grant (Job Coach)
  3. Work Experience Coordinator – Lucy Bellman (Job Coach)
  4. Hazel Neal – Brookfields Enterprise Education coordinator
  5. Mel Kemp – Brookfeast Business Enterprise coordinator (TSI)
  6. Careers Lead Governor – Anne Rothon

	Autumn Term	Spring Term	Summer Term
Y6	Employability assembly – dreams and ambitions	Personal Skills and Qualities assembly	Personal Skills and Qualities assembly
Y7	Introduction to Career education (Pathway to Employment) assembly Workshop for parents and family members – Supporting your Child into Employment 'What's Next?' – an evening where pupils and families can meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc.	What is Work Experience? assembly	Assembly led by pupils who have gained either full or part time employment
Y8	'What's Next?' – an evening where pupils and families can meet providers e.g. businesses, supported		Assembly led by pupils who have gained either full or part time employment

	employment organisations, FE colleges, apprenticeship providers, supporting living providers etc.		
Y9	'What's Next?' – an evening where pupils and families can meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc.	Looking to My Future assembly – Preparation to Adulthood	Assembly led by pupils who have gained either full or part time employment
Y10	Work Experience Assembly Workshop for parents – supporting your child in Work Experience and how to get the most from it 'What's Next?' – an evening where pupils and families can meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc. Vocational Profiling Tailored Work Experience Information evening for pupils and families – what are my future options? Individual Careers Guidance Coaching	Careers Week What is Supported Employment? Careers Week Looking to my future assembly – Preparation to Adulthood	Assembly led by pupils who have gained either full or part time employment Employers Afternoon tea
Y11	'What's Next?' – an evening where pupils and families can meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc. Vocational Profiling Tailored Work Experience Information evening for pupils and families – what are my future options? Individual Careers Guidance Coaching	Careers Week Looking to my future assembly – Preparation to Adulthood	Assembly led by pupils who have gained either full or part time employment Employers Afternoon tea
Y12	'What's Next?' – an evening where pupils and families can	Careers Week	Assembly led by pupils who have gained either

	<p>meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc.</p> <p>Participation in Links course with either Reading or Newbury College</p> <p>Workshop – What are the courses I can access at College</p> <p>Workshop – How to get a part-time job when I am still in education</p> <p>Vocational Profiling</p> <p>Tailored Work Experience</p> <p>Information evening for pupils and families – what are my future options?</p> <p>Individual Careers Guidance Coaching</p>	<p>Looking to my future assembly – Preparation to Adulthood</p>	<p>full or part time employment</p> <p>Employers Afternoon tea</p>
Y13	<p>‘What’s Next?’ – an evening where pupils and families can meet providers e.g. businesses, supported employment organisations, FE colleges, apprenticeship providers, supporting living providers etc.</p> <p>Participation in Links course with either Reading or Newbury College</p> <p>Workshop – What are the courses I can access at College</p> <p>Workshop – How to get a part-time job when I am still in education</p> <p>Vocational Profiling</p> <p>Tailored Work Experience</p> <p>Information evening for pupils and families – what are my future options?</p> <p>Individual Careers Guidance Coaching</p>	<p>Careers Week</p> <p>Looking to my future assembly – Preparation to Adulthood</p>	<p>Assembly led by pupils who have gained either full or part time employment</p> <p>Employers Afternoon tea</p>
Y14	<p>‘What’s Next?’ – an evening where pupils and families can meet providers e.g. businesses, supported</p>	<p>Careers Week</p> <p>Looking to my future assembly – Preparation to Adulthood</p>	<p>Assembly led by pupils who have gained either full or part time employment</p>

	employment organisations, FE colleges, apprenticeship providers, supporting living providers etc. Participation in Links course with either Reading or Newbury College		Employers Afternoon tea
	Workshop – What are the courses I can access at College Workshop – How to get a part-time job when I am still in education		→
	Vocational Profiling		→
	Tailored Work Experience		→
	Information evening for pupils and families – what are my future options? Individual Careers Guidance Coaching		→

We welcome providers to contact the school to meet with us to see how they might be able to support our pupils' transition from Brookfields School in to the world of work or further education

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### Premises and facilities

Brookfields School has a range of specialist resources to support our pupils learning – a dedicated Careers Hub; 2 Business Enterprise bases (1 focusing on catering, 1 focusing on woodwork), several; large halls, ICT suits, meeting rooms and AV equipment. The use of the resources will be discussed with our Pathway or Employment team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Approval and review

Approved **November 2018** by Governors at Curriculum and Standards Committee

Next review: **November 2019**

Signed:



Head teacher