

Independent Advice and Guidance

In order to support our young people with their decisions concerning post 16 education and work we are required, as a school, to provide Independent Advice and Guidance (IAG). This has been the situation for many years now and the Connexions Service have provided this guidance.

Recently, Connexions became Staffordshire Young Peoples' Service (SYPS) and then Careers and Participation Service (CAPS).

The staffing and the provider has remained the same, as does the service they offer.

Kay Cleary and Janet Kemp are the 2 personal advisers who work in school with our students. They are based in the LRC and are in school on a Monday and a Thursday. The main bulk of their work is with year 11 students and this is through: students self – referring; Head of House referral; or because students fall into a targeted group within the school monitoring system.

Interviews take place in the LRC and students are informed of interviews through registration time. The interviews usually last for around 1 hour and Janet and Kay will give feedback and information to students following their discussions. Parents are welcome to attend the interviews if they wish.

The advisers usually attend parents' evenings for years 9, 10 and 11 and here parents can see them without appointment.

Occasionally they will make home visits, especially if there is an issue over attendance or students are failing to attend agreed appointments.

In school if staff which to refer students to CAPS they should make a referral through the Head of House who will then ask for appointments to be made. The reason for the referral should be made clear. This could simply be that a student wishes to get advice about college courses or it could be that a student is failing to understand the importance of qualifications or finding it difficult to make a decision about their future.

During the first half term of the school year Kay and Janet will be delivering assemblies to each House. This will remind students who they are, or be an opportunity for new students to be introduced to both them and the service they offer. Interviews with year 11 students will also commence during that time.

It is important that students attend the interviews and form tutors should send another student to the interview if the original student is absent from school.

Year 11 students are required to stay in some form of education until they are 18. This does not necessarily mean that they will have to go to college but it does mean that if they do not they will have to be in some kind of employment which includes official training such as an apprenticeship and makes the need for IAG even more important.

Students from years 9 and 10 may also be referred if HOHs think this would be beneficial.

As well as attending parents' evenings Kay and Janet also participate in our Data conferences and options days, together with trial results morning. They are also happy for students to drop into the LRC to see them during breaks and lunchtimes when they are in school – Mondays and Thursdays.

To contact them direct their email addresses are:

Janet.kemp@entrust-ed.co.uk

Kay.cleary@entrust-ed.co.uk

If you have any questions or wish to have more information, then please get in touch with them or me.

Mr J. Williams