

Careers Education and Guidance Policy

Legal Status

This complies with the school's legal obligations under Section 42B of the Education Act 1997 and with Part 1, paragraph 2 (e) (i)(ii)(iii) of the Education (Independent School Standards) (England) Regulations 2018.

Applies to:

- The whole school, along with the out of school care including co-curricular activities and all other activities provided by the school, inclusive of those outside of the normal school hours.
- All staff (teaching and support), pupils, visitors within the school, volunteers, the Proprietor, governors, external contractors and providers hired by the school (e.g. school excursion providers).

Related Documents

Careers Guidance and Access for Education and Training Providers – Statutory guidance for governing bodies, school leaders and school staff, May 2025 –

[Careers guidance and access for education and training providers - GOV.UK](https://www.gov.uk/government/publications/careers-guidance-and-access-for-education-and-training-providers)

Availability

This policy is made available to parents, staff and pupils in the following ways: within the Parent Policies Folder in the reception area, and on request a copy may be obtained from the school office.

Monitoring and Review

This policy is subject to continuous monitoring, refinement and audit by the Principal.

Signed:



Amy Cavilla
Principal
September 2025

Introduction

Effective Careers Education and Guidance is an essential feature of the provision for pupils while in fulltime education and an expression of commitment to the principles of lifelong learning and equality of opportunity.

Aims

Careers Education and Guidance at Radnor House Twickenham seeks to comply with all statutory requirements and guidance. It also supports the stated values, aims and expectations of the school, as set out in our Ethos & Aims.

Implementation

Our school careers curriculum is underpinned by the school's core values of courage, excellence, perseverance and respect. Advice is provided for pupils at every level of the school, with careers information largely delivered as part of the PSHEE (Reflections) Programme.

There is a particular focus for those receiving secondary education to help pupils choose GCSE and post-16 courses. This requires impartiality, the provision of sufficient information so that pupils can make informed choices about a range of careers options, and advice which generally helps to encourage pupils to fulfil their potential.

In particular:

- we respect each pupil;
- we treat pupils with fairness and honesty;
- we provide equal opportunities for pupils of all needs and abilities;
- we value our environment and we aim, through our curriculum, to teach respect for our world and how we should care for it for future generations, as well as our own.

Through the curriculum and co-curriculum, we nurture the spiritual, moral, social and cultural development of each pupil as well as their intellectual and physical growth.

All pupils in the school are entitled to:

- be introduced to a range of career options and their associated labour market information;
- understand how their current studies relate to potential careers options;
- the opportunity to meet employers;
- appreciate the need for employees within the STEM industries.

All pupils from Year 9 to the Upper Sixth are entitled to:

- understand how to make applications for the full range of academic and technical courses;
- find out about technical education qualifications and apprenticeships opportunities;
- be introduced to the full range of education and training options available at GCSE level and post-16 provision including A Levels, BTEC and other training routes;
- experience the working environment at least once during their time in the Upper School and Sixth Form.

Pupils in Year 11 are offered a Work Experience Week in the summer term after their GCSE examinations are finished, which offers the opportunity to spend a week in a professional environment. This is arranged by the Careers Coordinators in consultation with the Head of Year 11 and the Director of Sixth Form.

Key Responsibilities

The Principal is responsible for monitoring the implementation of the careers curriculum and overseeing the work of the careers team (Director of Sixth Form and Careers Coordinators).

Careers Programme Overview

The careers strategy explains that good careers guidance connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good careers guidance widens pupils' horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

Appendix 1 – Careers Programme, Content by Year Group

Year	Provision
7	Careers lessons as part of the PSHE Programme
8	Careers lessons as part of the PSHE Programme; InvestIn Careers School sessions in PSHE
9	Careers lessons as part of the PSHE Programme with a focus on KS4 options; GCSE Options Evening; Careers Evening Employer Contact; InvestIn Careers School sessions in PSHE
10	Careers lessons as part of the PSHE Programme; school-funded Careers and aptitudes testing by Morrisby; guidance on interpreting the Morrisby reports
11	Careers lessons as part of the PSHE Programme; guided research of post-16 options using Morrisby platform; Sixth Form Open Evening; IAG and transition meeting with Head of Year and Director of Sixth Form; A Level Options Evening; Networking Evening; Work Experience
L6	Careers lessons as part of the PSHE Programme; Dukes Careers School with InvestIn; Networking Evening; launching UCAS using the Morrisby platform; encourage independent work experience; facilitating visits to university open days; Apprenticeship fair.
U6	Careers lessons as part of the PSHE Programme; completion of UCAS process through Morrisby; Networking Evening