Islip Manor
HIGH SCHOOL

Careers education programme 2026–27

Information for students, parents and carers | Publication-ready edition, November 2026

Our careers education approach

At **Islip Manor High School,** we are committed to providing a **high-quality careers education programme** that supports all pupils to make informed choices about their future learning, training and employment.

Our CEIAG provision aims to:

- Raise aspirations and broaden horizons
- Enable pupils to understand the full range of post-16 and post-18 pathways
- Develop employability skills and positive attitudes to learning and work
- Support equality of opportunity and social mobility

Our careers programme is **student-centred, inclusive and ambitious,** ensuring that all pupils — regardless of background — are supported to progress successfully into further education, training, apprenticeships or employment.

The programme is delivered in line with:

- The **Department for Education Careers Statutory Guidance**
- The **Gatsby Benchmarks for Good Career Guidance**
- Provider access legislation (opportunities to meet technical education and apprenticeship providers)

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Your careers entitlement — a quick guide

Every student has a right to careers education and impartial advice. You do not need to know what job you want before asking for help.

- Learn about different jobs, workplaces and pathways, including sixth forms, colleges, apprenticeships, technical education, universities and employment.
- Take part in careers learning across lessons, assemblies, employer encounters, careers events and appropriate workplace experiences.
- Access reliable careers and labour market information, including Unifrog and other school-approved resources, with help to understand it.
- Have opportunities to meet education and training providers and ask questions about their courses and apprenticeships.
- Receive personal, impartial careers guidance from a suitably qualified adviser: at least one meeting by the age of 16 and a further meeting by the age of 18.
- Have careers support that is fair and tailored to your needs, interests, strengths and next steps, with extra help at important transition points.
- Ask questions, seek an additional conversation where needed and give feedback on the careers activities you receive.

Entitlement for parents and carers

We want families to feel informed and involved in the decisions students make about their futures. Parents and carers can expect to:

- See a clear summary of the careers programme, the support available at each key stage, and who to contact with questions.
- Receive or request understandable information on subject choices, post-16 and post-18 routes, qualifications, applications and local opportunities.
- Know how their child can access a qualified, impartial careers adviser and how to ask for additional guidance when choices are approaching.
- Be encouraged to discuss strengths, interests and aspirations with their child and to attend relevant school information events when offered.
- Share feedback about the programme and tell the school about barriers that make careers information or events difficult to access.

Making information accessible to everyone

Careers information and activities are intended for all learners and families, including those with special educational needs and disabilities (SEND), English as an additional language (EAL), and reading or literacy difficulties.

- Clear language: key information is written in short sections, with familiar terms explained. Staff can talk through options and explain unfamiliar words.
- Alternative formats: families may request a simplified or large-print version, a translated explanation, or a discussion by telephone or in person.
- SEND adjustments: the Careers Lead, SEND team and careers adviser can plan appropriate adjustments, preparation and follow-up for guidance meetings, visits and events.
- EAL and literacy support: students and families can ask for help understanding materials, applications and important deadlines.
- Access without disadvantage: students should not miss careers opportunities because of a disability, language barrier or additional learning need.

To request information in another format, ask for extra support or arrange a careers conversation, contact the school using the details in the "Careers leadership and contact details" section below.

Careers Programme Structure

Careers education at Islip Manor High School is delivered through a **planned, progressive curriculum** from **Key Stage 3 to Key Stage 5,** supported by employer engagement, encounters with further and higher education providers, and access to impartial careers guidance.

Provision includes:

Discrete careers lessons

Embedded careers learning across subject areas

Employer encounters and workplace experiences

Individual guidance interviews

Assemblies, workshops and careers events

Access to UNIFROG for further guidance on careers and personal development.

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Careers Curriculum by Key Stage

Key Stage 3 (Years 7–9): Careers Awareness and Exploration

In Key Stage 3, pupils are introduced to the **world of work** and begin to explore how learning links to future careers.

Pupils will:

- Learn about different job sectors and roles
- Understand how subjects studied in school link to careers
- Begin to identify personal strengths, interests and skills
- Develop employability skills such as teamwork, communication and resilience
- Access our careers fair.

Careers learning is delivered through:

- Form times
- Subject curriculum links
- Assemblies and employer talks
- Careers research activities and our careers fair.

Key Stage 4 (Years 10–11): Careers Planning and Decision-Making

In Key Stage 4, the focus shifts to **career pathways, post-16 choices and preparation for next steps.**

Pupils will:

- Explore post-16 options including A Levels, vocational courses, apprenticeships and training through both school resources and external Connexions service.
- Understand labour market information (LMI) and local employment opportunities
- Prepare for applications, interviews and workplace expectations
- Take part in employer encounters and workplace experiences

Provision includes:

- Timetabled careers education
- Employer talks and careers events
- Work experience or work-related learning
- Access to impartial careers guidance interviews
- Support with post-16 applications

Key Stage 5 (Years 12–13): Transition to Employment, Apprenticeships or Higher Education

At Key Stage 5, careers education supports pupils to make **successful post-18 transitions.**

Students will:

Explore higher education, degree apprenticeships, employment and training routes

Receive guidance on UCAS, apprenticeships and job applications

Develop advanced employability and life skills

Engage with universities, employers and training providers

Opportunities include:

Careers workshops and assemblies
Opportunities for work-related learning and workplace experiences, building on the Year 10 programme
University visits and employer encounters

Mock interviews and CV support

Individual careers guidance interviews

Targeted support for students at risk of becoming NEET

Personalised Careers Guidance

All pupils have access to **impartial, independent careers guidance** delivered by a qualified careers adviser through Connexions. Priority is given to pupils who require additional support, including:

Disadvantaged pupils

Pupils with SEND

Pupils at risk of becoming NEET

Careers guidance is tailored to individual needs and reviewed regularly.

Personal guidance is available whenever significant choices are being made. The programme aims to ensure at least one adviser meeting for every student by age 16 and a further meeting by age 18. Appointments and follow-up are arranged to meet individual needs, with additional support for students who need it.

Employer and Provider Engagement

Islip Manor High School works closely with:

Local and national employers

Further education colleges

Apprenticeship providers

Universities and training organisations

This ensures pupils receive first-hand experience and up-to-date information about a wide range of opportunities.

In line with provider access legislation, students in Years 8–13 are given opportunities to meet providers of technical education and apprenticeships, so they can compare academic, vocational and technical routes.

Monitoring and Evaluation

Our careers programme is:

Reviewed annually

Informed by pupil, parent and employer feedback

Monitored against the Gatsby Benchmarks

Used to inform continuous improvement

We are committed to ensuring our CEIAG provision remains high-quality, relevant and responsive to the needs of our pupils and the local labour market

Careers leadership and contact details

The Careers team at Islip Manor High is headed by:

Mr Haydn Beacham - Careers Lead hbeacham@islipmanorhigh.org.uk

As a school, all staff including Teachers, Tutors, Support Staff, Heads of Year, Heads of Department and the Senior Leadership Team are committed to supporting the Careers programme.

The contact person for Careers & Work Experience is:

Mr Andy Price (Assistant Head Teacher and Head of Careers):
aprice@islipmanorhigh.org.uk

You can reach him by telephone on 020 8864 8544.

How to request guidance or give feedback

Students can speak to their tutor, Head of Year, SEND team or the careers team to request further support. Parents and carers can email the contacts below or telephone the school on 020 8864 8544. Please tell us if you require a large-print, simplified, translated or other accessible version of the programme.

We welcome feedback from students, parents and carers, employers and education providers. We use this feedback, together with student participation and destination information, to improve the programme.

Supporting our Careers Programme at Islip Manor High School:

If you or a family member or friend are a business or employer, education or training provider and could support Islip Manor High School with our Careers programme (*including Work Experience placements, lunchtime careers talks, networking opportunities, etc*), please do contact us as we are always looking to expand our network of employers and education providers.

Publication, access and review

This public-facing programme is intended to be available on the school website and shared through the school's usual communications. Students and families may request it in an alternative format or ask staff to explain any section.

Prepared: November 2026 | Proposed next review: November 2027 (or earlier if guidance or provision changes).

Alongside this programme, the school should publish its provider access policy statement and provide information about how students can access personal guidance.

Careers Guidance in schools - Statutory Frameworks:

Our careers programme follows the Department for Education's statutory careers guidance (updated June 2026) and the current Gatsby Benchmarks. Careers learning should be stable, inclusive, planned across Years 7–13, and understood by students and families. Independent guidance is impartial and covers academic, technical, vocational, apprenticeship and employment pathways.

The Gatsby Benchmarks:

A stable careers programme
Learning from career and labour market information
Addressing the needs of each pupil
Linking curriculum learning to careers
Encounters with employers and employees
Experiences of workplaces
Encounters with further and higher education
Personal guidance

Provider access legislation:

Provider access legislation requires schools to offer at least six opportunities for students in Years 8–13 to meet providers of technical education and apprenticeships: two in Years 8–9, two in Years 10–11 and two in Years 12–13. The encounters must support informed choices at key transition points; attendance in the final phase is optional for students. Schools must also publish a separate provider access policy statement detailing how providers request access.