



NORWICH SCHOOL

Careers and Work Experience Policy

This policy is reviewed by the Head of Careers and Work Experience annually. This policy was last reviewed and agreed in Trinity 2026. It is due for review in Trinity 2027.

Confirmed by:

David Farr	Deputy Head (Director of Studies)	Trinity 2026
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Version Control

The version control table should be updated each time:

- a **change** is made to an **agreed version** of a document; or
- a previously agreed document version is **reviewed with no changes** (i.e. at annual review no changes are required and the document continues to be live for the following year).

Use the following convention: version 1.0 (first version), version 2.0 (major change to version 1.0 and issued as a new version), version 2.1 (second version with minor change)

Version number	Date issued	Author / key contact	Change(s) summary • Minor changes can be authorised by a senior staff member and do not need formal approval. • Major revisions require approval through the confirming authority (typically a Committee)
1.0	Trinity 2022	Helen James	
1.1	Trinity 2023	Helen James	Reviewed – No changes.
1.2	Trinity 2024	Helen James	Reference added to Head of Careers and Work Experience's role as a qualified/registered careers guidance professional. Norfolk Careers & Skills Fair renamed as Regional Festival of Skills.

1.3	Trinity 2026	Helen James	Policy review and minor wording updates.
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Statement of intent

Norwich School ensures that pupils receive age-appropriate information, advice and guidance, and access to opportunities, so that they learn to develop and identify their own individual skills and interests throughout their time at the school and can make informed choices about their future. Each pupil is treated as an individual and given access to both independent, impartial advice, as well as access to internal careers staff.

The school's Head of Careers and Work Experience, Helen James, is a qualified and registered careers guidance professional. Independent careers advice for pupils is received through the annual Careers and Networking Event, Business Breakfasts, visiting speakers and volunteers, visits and online resources (Unifrog – years Lower 4 to Upper 6, and www.ucas.com).

Whilst there is little use made of printed careers resources due to an increasing move towards digital media, there is a dedicated Careers Office with access to a wide variety of resources, including general careers, universities, and apprenticeships information, gap years as well as sector and subject specific resources and labour market information. There is an online MS Team dedicated to Careers and Work Experience, where opportunities are shared to all pupils on a regular basis. Year specific information and opportunities are shared further in year group Teams as well as often being shared on Instagram to reach the wider Norwich School community.

Events are arranged to ensure pupils have awareness of the many pathways they could pursue, along with opportunities to speak with professionals.

Programme

The general programme includes:

Lower 4 and Upper 4

- Access to Unifrog to begin their pupil learning journey
- Business Breakfast Invitations
- Co-curricular clubs and societies
- Inclusion in the Pupil Personal Development (PPD) programme
- Tutors are encouraged to include careers education in tutorial time (resources provided by the Head of Careers & Work Experience)
- Visits and trips

Lower 5

- Business Breakfast Invitations
- Co-curricular clubs and societies
- GCSE Options assemblies and follow-up advice sessions
- Inclusion in the Pupil Personal Development (PPD) programme
- Tutors are encouraged to include careers education in tutorial time (resources provided by the Head of Careers & Work Experience)
- Use of Unifrog to determine personality types and research careers
- Visits and trips

Middle 5

- Annual Norwich School Careers & Networking Event
- Business Breakfast Invitations
- Co-curricular clubs and societies
- Tutors are encouraged to include careers education in tutorial time (resources provided by the Head of Careers & Work Experience)
- Unifrog
- Visits and trips

Upper 5

- A level options sessions, including recorded information to view online
- All pupils have an interview after their January mock exams with a member of the senior Advice Team to discuss future options and ensure subject choices are coherent and future-proof as much as possible.
- Annual Norwich School Careers & Networking Event
- Business Breakfast Invitations
- Co-curricular clubs and societies
- Follow-up interviews available with Advice Team and Head of Careers as pupils make A level choices, apply to alternative providers or research Further and Higher Education options
- GCSE results day advice and subject confirmation
- Tutors are encouraged to include careers education in tutorial time (resources provided by the Head of Careers & Work Experience)
- Unifrog
- Visiting speakers, e.g. Economists with the Gartley Society
- Visits and trips

Lower 6 and Upper 6

- A level results day advice as part of the UCAS Advice Team
- Bespoke Oxbridge and medical / veterinary / dentistry preparation working with the UCAS team and Oxbridge Co-ordinator
- Business Breakfast Invitations
- Co-curricular clubs and societies including Young Chamber
- Drop-in sessions with Careers and HE staff, as required
- Employer engagement via clubs and societies and interviewing L6 pupils with Heads of House
- Help with CV writing, research for alternatives to university, preparation for UCAS and other university applications
- Information about sector specific online events
- Mock interviews for either employment or university entry, including traditional and MMI style medical interviews
- Norwich School Careers & Networking Event
- Sixth Form programme - FUTURES - includes weekly sessions on gap years, UCAS, apprenticeships amongst PSHE topics
- The L6 Community Service programme offers a chance to all pupils to gain valuable and relevant experience through the Sixth Form
- Trips and Visits
- Tutors are encouraged to include careers education in tutorial time (resources provided by the Head of Careers & Work Experience)
- UCAS fairs and university visits to Oxford and Cambridge as well as encouraging pupils to attend Open Days independently
- UCAS information sessions with parents and pupils including recorded information to view online
- Unifrog

Document control

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