



CAREERS EDUCATION and GUIDANCE POLICY

2026-2028

Status and Review Cycle	Biennial (or sooner if there is a significant change in legislation, statutory guidance or school provision)
Policy Reviewed and Amended	October 2026
Next Review Date	October 2028
Policy Holders	Luke Harrison (Head) luke.harrison@theprep.org.uk Chris Terry (PSHE Coordinator) chris.terry@theprep.org.uk

1. Purpose

Sevenoaks Preparatory School is committed to providing age-appropriate careers education and guidance which broadens pupils' horizons and helps them begin to recognise their interests, strengths and aspirations.

Careers education forms part of the School's wider preparation of pupils for the opportunities, responsibilities and experiences of later life. Provision reflects the age and stage of our pupils and the fact that they leave Sevenoaks Prep at the end of Year 8.

The School has regard to the Independent School Standards and the current ISI Inspection Framework in planning and reviewing its careers provision.

2. Aims

The School aims to:

- broaden pupils' awareness of the range of careers and future opportunities available to them
- encourage pupils to recognise their individual strengths, interests and aspirations
- help pupils understand the connections between their education, personal development and future opportunities
- raise aspirations and encourage pupils to fulfil their potential
- provide accurate, up-to-date and impartial careers information and guidance
- challenge stereotypes and promote equality of opportunity
- encourage the development of skills and personal qualities that will support pupils in their future education and lives

Pupils have access to accurate, up-to-date and impartial careers guidance which enables them to make informed choices about a broad range of career options and encourages them to fulfil their potential.

3. Provision

The School provides a progressive and age-appropriate programme of careers education and guidance for pupils in Years 7 and 8. Age-appropriate opportunities in earlier year groups may also help pupils develop an understanding of the world of work and future pathways.

Provision may include:

- careers-related learning through PSHE and other curriculum subjects
- opportunities for pupils to explore their interests, strengths and aspirations
- encounters with parents, visiting speakers, employers and people from a range of professions
- discussion of the connections between curriculum subjects, skills and the wider world of work
- opportunities to research different careers and future pathways
- age-appropriate consideration of different routes into further education, training and employment
- activities which challenge stereotypes and encourage pupils to consider a broad range of possibilities

Careers information and guidance is impartial, inclusive and appropriate to pupils' age and stage of development. Pupils are encouraged to consider a broad range of opportunities without assumptions based on sex, race, disability, religion or belief, or other protected characteristics.

The School may work with parents, other schools, employers, visiting speakers and external organisations where this enhances pupils' understanding of future opportunities.

4. Intended Outcomes

By the end of Year 8, pupils should have:

- an age-appropriate awareness of a broad range of careers and future opportunities
- an understanding that there are different pathways into further education, training and employment
- increased awareness of their own strengths, interests and aspirations
- an understanding that future choices should not be limited by stereotypes
- an appreciation of the connections between their learning, skills and future opportunities
- an understanding of the importance of qualities such as communication, teamwork, resilience, creativity, initiative and responsibility

5. Roles and Responsibilities

The Head has overall responsibility for careers education and guidance within the School.

The PSHE Coordinator supports the planning, coordination and delivery of age-appropriate careers education within the curriculum and ensures that appropriate opportunities are available to pupils.

Teaching staff contribute to careers education where appropriate by helping pupils understand connections between their learning, personal development and the wider world.

Governors provide appropriate oversight and assurance that the School continues to meet its responsibilities.

6. Monitoring and Review

The Head and PSHE Coordinator will monitor the implementation and effectiveness of careers provision through appropriate curriculum review, pupil feedback and consideration of pupils' understanding of the range of future opportunities available to them.

The School will use this evaluation to develop provision where appropriate and to ensure that careers education remains relevant to the age and needs of pupils.

This policy will be reviewed regularly and updated where necessary in response to changes in legislation, regulatory requirements or guidance.

LH/CT – 16.10.26