



St Anne's School and Sixth Form College

Information and Guidance Policy (Including post 16 transition)

Updated September 2018

1. AIMS

- To ensure that all students achieve their potential
- To familiarise students with the skills relevant to their adult working lives
- To help develop an understanding of the world in which we live
- Make choices about their future
- Manage transitions to new roles and situations.
- Develop and practice personal skills in a variety of settings
- To provide experience of the world of work through work experience placements and link courses. (see below for details)
- To support parents during the preparation for transition and the transition from school to post school placements.
- To give students the opportunities to 'sample' the options available to them post 16.
- To liaise with the LA adult services in order for them to provide the most appropriate placement post school

2. ORGANISATION

At St. Anne's we view a 'career' for our students as any positive activity post 16. The transition from school to post 16 can be a difficult one both for students and parents; therefore it is necessary to make this transition as positive as possible.

We aim to assess each student as an individual and try to offer a work experience placement where and when appropriate, taking interests, abilities, students/parents preferences into consideration.

Information and Guidance (IAG) enables our students to have some control over their lives as well as some say in what happens to them.

A planned and progressive programme of IAG and work experience will enable students to make mature and realistic decisions about where they would like to go when they leave school.

In order to deliver a successful IAG policy we need to:-

- work with other agencies e.g. careers, local employers.
- secure funding
- include target setting re work experience placements
- provide in-house and external work experience placements
- provide students with opportunities to visit placements with parents.
- complete an annual review of IAG provision to ensure it is continued

