



## Use of data in the Careers Department.

Richard Challoner School is committed to ensuring students have the best resources available to plan ahead for their future and as part of that students are provided with impartial careers education, information, advice and guidance. This can be in lessons, , school events, careers library and also through our careers advisor- Mrs Stansbridge.

Throughout the year students will be seen either in small group or individually beginning with students in year 11 to help them think about important choices for post 16 education. Students in years 7-13 will also be offered opportunities as the year progresses and at key points in their decision making.

Please take this opportunity to talk with your son about future plans and if you have any queries or concerns please contact the school on 020 8330 5947 or email [CareersIAG@challoner.kingston.sch.uk](mailto:CareersIAG@challoner.kingston.sch.uk)

The careers team will be in attendance at school open events, 6<sup>th</sup> form open evening and options evening for year 9.

A careers advisor will also be available to talk to on parents evening if parents request this. Please do this by contacting the careers email address.

Data collected on students is stored away securely and used for the purposes of supporting students with their future destinations.

### How student destination data is collected

#### Year 10

Future choices survey is carried out in may each year to encourage students to think about their next steps and to allow the careers team and senior staff to be aware of potential support students will need entering into year 11.

#### Year 11

- Throughout the year students intended destinations is collected when they attend appointments with the careers advisor.
- Initially students are seen in priority groups between September and December
- After the mock exams in January students are seen again, with particular focus on those students not on track for 5 4-9's and those who have not applied anywhere.
- When students hand in their applications or request information from school for other providers this is logged.



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- In May, before students leave for study leave they are asked to complete a destination data sheet which will capture their updated thoughts before results day.
- On results day students are asked to inform careers advisor about their destinations now they have collected results. Not all students will, and some won't come in to collect or come to update information but it is a good sweep.
- Following enrolment dates in September contact is made with those students who have an unknown destination. This is via phone calls, email or letter.
- By the end of September this data is then forwarded to the local authority and any outstanding unknown destinations are picked up by their team for door to door checks.
- Official data on all schools in the borough is then collated and published in the spring.

### Year 13

The 6<sup>th</sup> form team will keep a log of intended destinations of students gathered from conversations, tutors and UCAS applications.

- Careers advisor will collect data during appointments
- In May, before students leave for study leave they are asked to complete a destination data sheet which will capture their updated thoughts before results day.
- On results day students are asked to inform the 6<sup>th</sup> form team about their destinations now they have collected results.
- UCAS will then publish a school report with universities and courses accepted by students/. This is usually available in the October.

### Careers Volunteer Database

At Richard Challoner School, students are given many opportunities throughout their education to engage in careers planning and exploration activities. These can take shape in many ways such as through lessons, tutorial programmes and school events. As part of these activities we look to invite visitors into school so that students get the chance to meet and speak with real people doing real jobs.

To help support these events we have a careers volunteer database where details are safely stored of organisations and individuals who support us and our students. We would like this database to continue to grow and so we are therefore asking parents and carers to join and to use your network of contacts to reach out and enrich further the future plans of our students.



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In addition if you have any friends, family and neighbours that would be happy to come in and talk to students about their jobs, in small groups or in classes please do let me know. It would be great to have as many different jobs and sectors represented as possible!

To join the database please could you send the following information to [careersIAG@challoner.kingston.sch.uk](mailto:careersIAG@challoner.kingston.sch.uk):

- Name
- Occupation
- Contact telephone number
- Email address
- Availability (i.e. if can only do mornings/afternoons or not during certain times of year etc)

### Building an Alumni Community to Inspire our Students

Richard Challoner has a thriving Alumni community.

Amongst our former students is a whole host of talented role models who we want to connect with in order to celebrate their success and inspire our current students. Alumni can be brought back to offer careers and education advice, mentor students, provide work experience placements and much more besides.

### We Need You

Please help us reach out to our former students using your own networks. From doctors to dancers, pilots to photographers, we need alumni from a range of careers to open our students' eyes to what is possible. If you are a former student who would like to stay in touch and give back to the school, please contact the school.