



Hayle School

# Mind the Gap Moving On

2015-16



## Mind the Gap – Moving On 2015/16

Welcome to our special programme, 'Mind the Gap – Moving On', which helps students move from our school into tertiary education, employment or training. We are proud of the way we help our students progress successfully on to the next phase of their lives and of our very strong commitment to ensuring that all students move on to a positive experience and are not identified as NEET ie not in employment, education or training.

As students work through Years 10 and 11 they will face key decision points in their life. They must be able to understand and evaluate the breadth of opportunities that are available to them and be able to access the support that will help them relate these to their own capacities and their own aims for the future.

We believe this can only be achieved through:

- a careers education programme that enables students to develop personal insight, career knowledge, career planning and management skills
- information and advice that is personalised, comprehensive and impartial
- opportunities for experiences of work and learning that are beyond the boundaries of solely school-based learning and that offer tastes of alternative subjects, approaches and futures.

We offer our 'Mind the Gap – Moving On' programme to students in Years 10 and 11. It aims to raise awareness of the opportunities available to young people and to offer as many opportunities as possible for young people to have real experiences of life post-16, be it a college visit, a careers interview, a talk from an employer or actual work experience.

This booklet outlines our programme and also details how we ensure that independent and impartial information, advice and guidance (IAG) is available to all.

## Timeline

### Year 10

**September** - Year 10 Information Evening

Introduction to Work Experience

Moving On booklet distributed

### October – March

Students source their own Work Experience placements and complete appropriate paperwork

In tutor time, students prepare their personal statements ready for Year 11

Colleges visit informally throughout the year as a lunch-time drop in

### March

Health and Safety briefing

Year 10 visit Cornwall College for the day

### June

Health and Safety briefing

Year 10 visit Penwith College for the day

### Early July

Health and Safety briefing

One week work experience

Staff visit or phone call at least once during the week

De-brief – first day back after Work Experience Week

## March – July

Initial appointments with CSW (Careers South West) adviser to revisit work completed in Year 9 and also to look at planning for Year 11 and beyond

## Year 11

### September - Year 11 Information Evening

Introduction to post-16 opportunities etc  
Moving On booklet distributed

### September - December

Careers meeting in school to discuss:-

- Career goals and ideas.
- Options – College, apprenticeships, training
- Qualifications
- Interests
- Skills
- Ability and predicted grades

### October – January

Local colleges offer advice sessions and encourage students to attend

Students are encouraged to take up opportunities such as taster weekends for some courses at Duchy College

Students are also encouraged to visit as many post-16 establishments as they can to make informed post-16 choices eg Truro College Evenings and Saturdays

### January – February

Mock Interviews – each student is prepared for and given a personal interview with two adults. Personal feedback as to their conduct in the interview is given.

Completion of college application form in school:

- These are completed by students with the help of their tutors.
- They are checked by CSW adviser and Mr Clatworthy
- They are then photocopied and sent to colleges before February half term to ensure Hayle students get the places at college they want.
- As part of this process additional meetings with CSW adviser are available

### March – April

College receives student applications

Students receive invitations to interview

Student invited to a ½ hour personal interview

### August

GCSE results available

Following results students make contact with college to discuss and/or confirm your college place

### Summer Holidays

During the holidays there is a CSW adviser in every college available to speak to students and our own adviser makes contact to check that students are ready and prepared for college

To get ready for college students need to:

- Apply and complete Transport Forms
- Apply for a bursary for equipment etc

## Information Evenings

We start each academic year with a Parent's Information Evening; one for Year 10 and one for Year 11. Each year has a different focus and different priorities. We meet at the start of the year in September and invite all students and parents to join us.

The particular foci for each meeting are:

Year 10: Welcome to Year 10  
Starting new examination courses  
Pastoral Support  
Work Experience

Year 11: Welcome to Year 11  
Exam information  
Post-16 applications

At any time parents are most welcome to contact the school to follow up on any of the information shared at these meetings.

## Careers Advice and Post-16 Opportunities

Hayle Community School contracts out to Careers South West to ensure all our students receive independent and impartial information, advice and guidance. Mr Barnaby Ridge has worked with our school for several years as the Careers South West Advisor. He meets with groups of students, holds individual meetings and works tirelessly to research opportunities for young people. Barnaby also attends our Information evenings and annual Parents Evenings.

Parents are able to contact him through their son/daughter or directly on: [Barnaby.ridge@hayleschool.net](mailto:Barnaby.ridge@hayleschool.net)

## Passport Portfolio

To help students keep track of their post-16 opportunities the school has purchased the use of this specialist software package. The software is available at:

<https://www.passportfolio.com/>



Students will be shown how to use this software in their tutor Periods.

## Special Interest Meetings eg 'A' Level and Apprenticeships

Throughout both Years 10 and 11 we hold special interest meetings where outside speakers come and talk to students and, where possible, parents at an evening meeting, to provide more information on particular opportunities post-16.

In previous years these have included an in depth look at what is involved in studying 'A' levels with staff from Penwith Truro College and an information session on what is involved in apprenticeships with staff from Cornwall College.

## College Visits to HCS

Every week colleagues from the colleges join us here at Hayle during lunch to hold open informal conversations with students. They bring with them prospectuses, display stands, have occasionally active demonstrations and specialist staff. Our students are free to ask questions, find information and general chat about particular college courses.



## Employer Visits

Similarly we are fortunate to be able to invite into school employers/employees from local companies to talk to students about particular careers and life experiences.

Mrs Barnes and Mr Clatworthy actively encourage students to discuss their interests with them so that contacts may be found – they do not mind if it is just one person who is interested or several.

## BEF – Business Education Forum

Hayle is fortunate to have a very active Business Education Forum, formally INCOME.

Comprised of local business employers/employees and school staff BEF works hard to build ever stronger links between the school and the local business community. Its members are firm believers in providing our young people with as much information and experience as possible regarding the world of work. They voluntarily give of their time to review student application forms, provide interview practice and talk to groups of students about the opportunities available. Their support is invaluable.

## Mock Interviews

It is largely thanks to the members of BEF that every young person in Year 11 is given an individual business interview with two independent adults. The students have to complete application forms, attend an interview and return to receive personal feedback. Many students have gone into the interview feeling nervous but upon receiving feedback it has been a pleasure to see their confidence and self-esteem grow.

## College Visits

We are fortunate that all our students are given the opportunity to travel and spend time in each of our local colleges – Penwith, Truro and Cornwall Colleges.



Each visit is far more than just a tour as students have to select areas they are interested in and as a result they are divided into special interest groups for very distinctive programmes and taster days. For example last year groups of students visited Duchy College to look at animal husbandry, and Falmouth Marine College to look at particular courses in more detail.

## Work Experience

Similarly, all Year 10 students are offered a full one week's work experience at the end of the year in July. It is the Governing Board's belief that this real life opportunity brings to the students many opportunities to experience the real world of work that can rarely be simulated within a school environment.





Students have to find their own work placements, receive training and a Health and Safety Briefing, complete a work diary and, at the end, receive feedback from their employer. In previous years our students have successfully acquired not just holiday jobs but offers of both full time employment and apprenticeships.



### School Contacts

If you would like further information on post-16 opportunities from staff in school please contact:

Mrs Barnes

Mr Clatworthy

Mr Ridge

### In Summary

We hope you agree that our 'Mind the Gap – Moving On' programme is a comprehensive package. If you have any questions or suggestions as to how we may develop it further please contact us.



Mrs Jackman

## For further information on post-16 opportunities please contact:

Careers South West - barnaby.ridge@hayleschool.net

### Tertiary Colleges

Penwith Truro College - <a href="http://www.truro-penwith.ac.uk">www.truro-penwith.ac.uk</a>	01736 335000
Cornwall College - <a href="http://www.cornwall.ac.uk">www.cornwall.ac.uk</a>	01872 862289
Duchy College - <a href="http://www.duchy.ac.uk">www.duchy.ac.uk</a>	08456 050455
Falmouth Marine College - <a href="http://www.falmouthmarineschool.ac.uk">www.falmouthmarineschool.ac.uk</a>	08452 232567

### School Sixth Form Colleges:

Bodmin College - <a href="http://www.bodmincollege.co.uk">www.bodmincollege.co.uk</a>	01208 72114
Budehaven Community School - <a href="http://www.budehaven.cornwall.sch.uk">www.budehaven.cornwall.sch.uk</a>	01288 353271
Callington Community College - <a href="http://www.callington.cc">www.callington.cc</a>	01579 383562
Camborne Science and International Academy - <a href="http://www.cambornescience.co.uk">www.cambornescience.co.uk</a>	01209 712280
Falmouth School - <a href="http://www.falmouth.cornwall.sch.uk">www.falmouth.cornwall.sch.uk</a>	01326 377102
Helston Community College - <a href="http://www.helston.cornwall.sch.uk">www.helston.cornwall.sch.uk</a>	01326 572685
Launceston College - <a href="http://www.launceston-college.cornwall.sch.uk">www.launceston-college.cornwall.sch.uk</a>	01566 772468
Liskeard School and Community College - <a href="http://www.liskeard.cornwall.sch.uk">www.liskeard.cornwall.sch.uk</a>	01579 342344
Newquay Tretherras School - <a href="http://www.tretherras.net">www.tretherras.net</a>	01637 872080
Redruth School - <a href="http://www.redruth.cornwall.sch.uk">www.redruth.cornwall.sch.uk</a>	01209 203700
Sir James Smith's Community School - <a href="http://www.sirjamesmiths.cornwall.sch.uk">www.sirjamesmiths.cornwall.sch.uk</a>	01840 213274
Torpoint Community College - <a href="http://www.torpoint.cornwall.sch.uk">www.torpoint.cornwall.sch.uk</a>	01752 812511
Treviglas Community College - <a href="http://www.treviglas.net">www.treviglas.net</a>	01637 872076
Wadebridge School - <a href="http://www.wadebridge.cornwall.sch.uk">www.wadebridge.cornwall.sch.uk</a>	01208 812881



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