



West Kirby School and College

Post 16 Handbook

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Statement of intent

The Post 16 unit is responsible for the transition from Key Stage 4 into Post 16 and the transition from Post 16 into the world of work or Further Education. The unit supports the students throughout these transitions as well as providing for continued academic achievement and the development of social skills to help prepare our students for adult life.

Student will follow Programmes of Study are designed to offer students a planned learning experience, that follows their preferred career pathways.

The programmes give academic qualifications and ensure that they face experiences that will challenge them and ready them for the next step of their transition.

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Post 16 Independence

Students in Post 16 are empowered through degrees of independence. These are based on individual needs, risk assessments and consultations with pupils, parents and carers.

If staff and parents/carers feel that their son/daughter/ward is capable of being independent and can be so safely, then students are given these allowed to do the following:

Students are able to access the local community. They are able to walk to areas in West Kirby from the main school site, for example the leisure centre or supermarkets. Students will be expected to behave sensibly in public and will leave and return to school through the Post 16 entrance.

If staff feel that students are putting themselves in danger or are behaving inappropriately in school or a public place, this independence can be removed, temporarily or in continued cases, permanently.

This independence is allowed at the following times: before school begins, at break-times and at lunchtimes. There may be occasions outside of these times that staff feel a break from the school environment is needed and after a risk assessment has been implemented this can be allowed. On this occasion the staff member will always consult with the Form Tutor and/or Head of Post 16.

Students who are granted independence must give school their phone number and are aware that if they should be away from school for a time, longer than allowed or expected, they will be contacted by school as part of the procedure to determine where students may be. All students and parents/carers agree to this as part of independence being granted.

Students who travel to and from school have to possess a mobile phone and the number must be given to school. As part of the travel training, the school's Travel Training Officer, with the student will draw up a plan to help the student if they have any trouble travelling to and from school.

Careers Guidance

The main aims of the careers provision at West Kirby School and College are to:

Prepare our pupils for life post-education, by supporting them in developing an understanding of different career paths. We do this by inspiring pupils to make the most of their opportunities by providing information and opportunities and advice during their transition.

The school works within a legal framework, taking note of the Gatsby Benchmarks and the relevant Education Acts.

Providing clear advice and guidance to the Principal on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

To identify the guidance needs of all WKS pupils and implement personalised support.

Responsibilities

The provision of careers in the school is the responsibility of the Careers Pathway Officer, the Head of Post 16 and the SENDCO. Between them they will manage all aspects of careers, liaising with relevant staff to ensure that the following exists:

Effective career guidance

Effective curriculum content

Links with external agencies, such as F.E Colleges, universities, local employers

Referring pupils to the independent careers advisor from Career Connect, Barry Thomas.

Clear policies, strategies, and resources

A clear programme of CEIAG is established

To ensure that Teachers plan, deliver and develop relevant Careers lessons to Key Stages 3, 4 & 5

Careers programme

The school's Careers Pathway Officer coordinates a high-quality careers programme, aiming to meet the requirements of the eight Gatsby Benchmarks.

An external independent provider, Careers Connect, provide tailored careers guidance to all pupils.

Labour market information

At West Kirby School, we ensure every pupil, and their parents/carers, has access to good-quality information about future study options and labour market opportunities. We strive to ensure that pupils and their parents/carers understand the value of finding out about the labour market, and support them in accessing this information.

Pupils and their parents/carers will be offered personal login's to the KUDOS website which provides advice and information on career sectors and labour market information.

Experience of Work Place Environments

The school seeks to ensure that all pupils have had at least visit to a work placeenvironment by the age of 16, and one further such experience by the age of 18/19.

We aim to include the following as part of the work experience programme. Workplace visits, work experience, job shadowing, career-related volunteering and social action, visits from local employers and a employees from a range of occupations.

Further education (FE)

The school will ensure that there are opportunities for providers to visit the school and speak to pupils by maintaining connections with providers of FE and apprenticeships, and arranging regular visits, Transition Evening, Career Fair etc.

Provider Access Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in Years 8-14 with access to

providers of post-14, post-16 and post-18 education and training. The following statement sets out how we manage access requests from these providers.

Pupils must be allowed to:

Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.

Hear from a range of local providers about the opportunities on offer, e.g. technical education and apprenticeships this can be achieved through options evenings, assemblies, group discussions, and taster events.

Understand how to apply to the full range of academic and technical courses available to them.

What Providers Can Expect:

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils. This will include support from education, support and therapies staff, with full access to the school's resources.

Access Requests:

Any provider wishing to access West Kirby School and College to discuss any relevant matters can contact the school's Career Pathway Officer.

Sports Premium

West Kirby School are in receipt of the ring-fenced Primary PE and Sport Premium and use the funds to improve the quality and provide sustainability of their primary PE, sport and physical activity provision so that pupils experience the benefits of regular exercise and get an active start in life.

A positive experience of sport and physical activity at a young age can build a lifetime habit of participation. Physical activity can improve physical health, as well as mental wellbeing, leading to an improvement in attainment, behaviour and social communication.

West Kirby School will look to:

- Increase confidence, knowledge and skills of all staff in teaching PE and sport
- Give a broader range of sports and activities offered to all pupils
- Increased participation in competitive sport where it remain appropriate to the pupils
- Develop an active mile programme that promotes habitual daily physical activity
- Raise the attainment of swimming by the time pupils are at the end of Key Stage 2

West Kirby School will publish information about their use of the premium on their website by 31 July each year. This information should include the following:

- The amount received
- A full breakdown of spending or how the funding will be spent
- The impact on pupils' PE and Sport participation and attainment
- How the improvements will be sustained over the coming years
- What percentage of pupils within a school's Year 6 cohort are meeting the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres, use a range of strokes effectively, and perform safe self-rescue in different water-based situations.