

The Polygon School – Careers Guidance and Transition Timetable 2024/25 and 2025/26

In addition to the dates listed below pupils and parents will be given information and support in attending various college open evenings. Polygon staff will arrange assisted visits to the Southampton Careers Event when it becomes available. This is a working template document and events are subject to changes. The document will be reviewed and updated every 2 academic years.

Careers Information, Advice and Guidance will be provided by Peter Rooke – Level 6 Careers Advisor and registered with the CDI (Careers Development Institute). Work Experience placements will be sourced (where needed), Risk Assessed and signed off by EBP South. Own placements will be agreed with School, parent/carer and pupil and stored in the pupil's folder internally in school.

The careers and transition plan will be linked against the Gatsby Benchmarks where identified. The plan contributes to Benchmark 1 as a whole, other individual benchmarks are identified. The Gatsby Benchmarks are as follows

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal Guidance

September

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Extended work placement for KS4 pupils, where necessary	September – ongoing	PR/Tutors/EBP South	Work Experience forms completed via EBP South or internally.	6
Post 16 Destination Chart updated	September	PR/SK	Staff to contact past 3 years leavers for destinations.	3
KS4 College Applications	September - ongoing	PR/class tutors	PR to support pupils applications	3 7 8
Southampton Boat Show	September	PR/Class Tutors	Pupils to discuss with tutors encounters with employers. Share employer encounters between tutors	2 3 4 5 7

October

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Careers Guidance & Work Exp Conversations for KS4	October	PR – shared as appropriate	PR/ to support College Applications EBP South to source Work Placements	2 3 6 8
Target Review Day	October	PR	Careers Advisor to meet with pupil/parents in internal meetings	8
Careers Guidance & Work Exp Conversations for KS4	October	PR/EBP South	PR to support College Applications EBP South to source Work Placements	2 3 6 8
Southern College Network KS4 Assembly	October	PR/college staff	College to attend to speak to KS4 pupils about the campus and course offers	2 3 7

November

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
College Tour for KS4	November	PR/college	Pupils to apply for College. PR/GG to share EHCP	3 4 7
Careers Guidance for KS4	November	PR	PR to support College Applications	2 3 8
College KS4 Assembly	November	PR/college	College to attend to speak to KS4 pupils about the campus and course offers	2 3 7
Careers Guidance for MHEP and Year 9	November	PR	PR to support College Applications	2 3 8

December

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Review of Post 16 applications and destinations	Ongoing	PR/GB	Report to SLT	3
Year 7 & 8 Careers lessons	December	EBP South	PR to deliver a Careers Introduction to Year 7 groups via Citizenship curriculum.	3 8

January

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Post 16 Destination chart update	Across January	GB/AR	Update destination tracker as appropriate	3
Employer Encounters Encounters to be offered to each year group	January	PR/external providers	Compass+ Updated Pupil feedback	2 3 4 5 6

February

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Year 10 Work Experience week	February	PR/AR/EBP South/class tutors	Reports from employers Compass+ Updates	2 3 5 6 8
College Pupil Interviews	February	Tutors	Pupils offered appropriate placements	3 7

March

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Target Review Day	March	PR	Feedback from parents/pupils	2 3 4 8
Careers Guidance for KS4 – follow up sessions	March	PR	PR to support College Applications	2 3 8
Careers Guidance for Year 11 – RON focus	March	PR	LA referrals to be made	3 8

April

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Careers Guidance for Yr7/8	April	PR	Feedback to staff	2 3 8

May

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Careers Fair	May (TBC)	PR/Class tutors	Staff to share employer/Post 16 encounters	2 3 4 5 6 7

June/July

Activity	Date/Time	Lead	Follow Up Action	Gatsby Link
Transition based learning at College	July	PR/college	Pupils based at College to gain experience of environment to aid in transition	3 4 7