

# MARYHILL HIGH SCHOOL



## **Information, Advice and Guidance (IAG) Policy**

Drafted by:

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Approved by:

Governors

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## **Information, Advice and Guidance (IAG) Policy**

Maryhill High School aims to help all students fulfill their potential and experience success through an educational environment, which responds to individual need and stimulates and challenges each and every student. The processes of informing, advising and guiding students are accorded a high priority and are seen as crucial in preparing students to make decisions regarding the opportunities and challenges of adult and working life. Consequently careers education, financial capability, PSHE and citizenship, pastoral support all work together to enhance the IAG experience at Maryhill High School.

## **Collaboration**

Maryhill High School works collaboratively with a range of providers within the learning community in Newcastle & Kildgrove to enhance the curriculum offer to students.

We are committed to developing quality IAG provision in agreement with our partners, to ensure that the best range of progression opportunities are available and that consistency of delivery ensures all students receive impartial high quality IAG.

For the purposes of this policy the term Information, Advice and Guidance (IAG) is used as an umbrella term to denote a range of guidance activities and processes. It refers to personalized support on learning and work pathways and on other key issues that affect young people's ability to develop and progress. The following definitions have been used:

**Information** – Information is data on opportunities conveyed through;

- different media,
- face-to-face contact(individual, group, class etc),
- written/printed matter,
- ICT software,
- websites etc.

**Advice** – This involves teachers and Connexions staff:

- helping a student understand and interpret information to create their Individual Learning Plan
- providing information and answers to questions and clarifying misunderstandings
- understanding their circumstances, abilities and targets
- advising on 14-19 Learning Pathways or how to follow a given course of action
- identifying needs - signposting and referring students who may need more in-depth guidance and support
- Advisory work is usually provided on a one-to-one basis but may also be in groups.

**Guidance** – Guidance aims to support students to:

- better understand themselves and their needs
- confront barriers to understanding, learning and progression
- resolve issues and conflicts
- develop new perspectives and solutions to problems
- be able to better manage their lives and achieve their potential.

Guidance may also involve advocacy on behalf of some students and referral for specialist guidance and support. This involves more in-depth one-to-one work conducted by guidance trained staff. Guidance usually involves the exploration of student's circumstances - their ideas, values, needs and beliefs in relation to opportunities or issues that are confronting or confusing them.

Careers education helps young people to develop knowledge, confidence and skills that they need to make well-informed, though through choices and plans that enable them to progress smoothly into further learning and work, now and in the future.

### **Entitlement**

All students at Maryhill High School are entitled to:

- investigate learning and career opportunities
- make informed judgments about learning and career options
- understand how these choices will help achieve their aspirations
- successfully manage key transition points (Y9-Y10 & Y11-12-13)
- gain an understanding of the world of work and enterprise.

Students, parents/carers and others will be made aware of this entitlement on the school website, school prospectus, Review Day and information evenings

### **Delivery of the entitlement**

The delivery of this entitlement is underpinned by the following values:

- Impartiality
- Confidentiality
- Ownership by the student
- Equality of opportunity
- Transparency
- Accessibility

IAG is available to students at a time, in a format and style which is appropriate to their needs. Students receive impartial IAG in both formal and informal settings.

## **Delivery**

Within School the following deliver IAG

- Form Tutors and Year Leaders
- Student Support Team
- Personal & Citizenship (PACE) teachers (See Scheme of Work)
- School Assemblies

The following Partners are involved;

- Connexions Personal Advisor(s) (See Annual Partnership Agreement)
- Aim Higher
- Staffordshire Youth Service
- Newcastle & Kidsgrove 14-19 Partnership Schools & College
- 14-19 Area Prospectus ([www.way2go.co.uk](http://www.way2go.co.uk))
- CAMHS
- School Nurse
- Giant Impact Enterprise Day
- Year 10 Work Experience Partners
- Newcastle & Kidsgrove Inclusion Panel
- Education Welfare Service

Connexions have access to student information and progress data to help target intervention and appropriate careers education support.

## **Management and co-ordination**

IAG is a whole school responsibility but is managed and co-ordinated by an Assistant Head Teacher.

## **Monitoring, review and evaluation**

The Quality Standards for Young People's Information Advice and Guidance provides 12 standards each with evidence indicators against which performance can be assessed.

The policy will be monitored, reviewed and evaluated in the following additional ways:

- As part of School Self Evaluation process
- As part of application and award of Staffordshire IAG Kitemark
- Annual Connexions Partnership Agreement
- Analysis of NEET figures when available
- Parent & Student feedback

**Date of policy: December 2010**

**Review date of policy: TBC**