



**SUTTON**  
HIGH SCHOOL


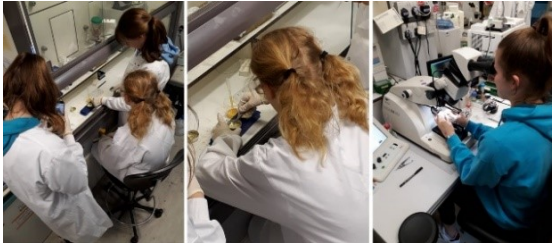

# Careers guidance




We know that girls and their parents begin to consider careers at an early stage and we therefore introduce careers to our students from the beginning of Senior School. It is important to think through options carefully and to keep an open mind throughout the years at school.

Girls are encouraged to carry out their own research, using resources suggested by the Head of Careers and available through Firefly, and to ask for advice from form and subject staff when they need it.



This information booklet highlights key points in the Careers Department calendar.

Year 7	
<b>SPRING/ SUMMER TERM</b>	<p>Girls have an introduction to careers through their PSR lessons. They use the Job Explorer Database (JED) software to explore different careers, they look at work and leisure, and at their own learning styles.</p>  <p>Girls have the opportunity to interview members of school staff to find out more about different career pathways and to practise their interviewing and presentation skills.</p>
Year 8	
<b>SPRING TERM</b>	 <p>Girls participate in Take Our Daughter to Work Day with preparatory sessions before and presentations to their class after.</p> <p><i>Photo: Year 8 students visiting university labs on Take Our Daughter to Work Day</i></p>
<b>SUMMER TERM</b>	 <p>Girls take part in a Learn to Earn Day, run by Young Enterprise and a local business.</p> <p>They learn to budget and understand the need for qualifications and training as well as find out more about the real world of work through interactive exercises with the volunteers.</p>

## Year 9


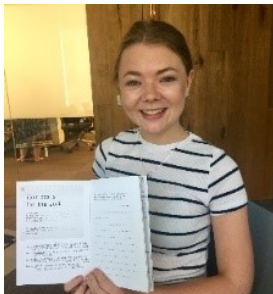
<b>AUTUMN TERM</b>	As part of PSR, girls have a range of lessons designed to help with their GCSE option choices. They are introduced to the resources in the careers library and on Firefly. They use Fast Tomato, a web-based career exploration program, they learn about emerging and declining careers and they find out about the need to have transferable skills in an ever-changing world.
<b>SPRING TERM</b>	Girls have lessons on option choices and learn decision-making skills. Options Evening, together with individual interviews, provides advice and support for choosing GCSE subjects.
<b>SUMMER TERM</b>	 <p>Throughout this term, girls undertake an entrepreneurial challenge – the Dalma Frost Project. This is based on the Young Enterprise Tenner Challenge, and the results of their work are made available at the SHS Summer Fair for guests to buy.</p>

## Year 10




<b>SPRING TERM</b>	Year 10 into Sixth Form Evening allows girls to find out more about the Sixth Form and the full range of opportunities available.
<b>SUMMER TERM</b>	<p>A Careers Day focuses on all aspects of recruitment, from CV writing and interview practice to assessment day activities. Students work on their CVs in PSR lessons. Advice and guidance continues to be available on an informal and individual basis. The year group visit Oxford and find out about competitive university requirements. The girls have A-level taster lessons.</p> <div>   </div>



## Year 11

<b>AUTUMN TERM</b>	Open Evening provides information on A-level subjects. Psychometric profiling takes place for all girls and is followed up by individual careers interviews and an information session for parents. Girls continue to work on CVs during PSR and start to apply for their own work experience.
<b>SPRING TERM</b>	All girls have an individual interview to talk with the Assistant Head and Head of Careers to firm up on A-level choices.
<b>SUMMER TERM</b>	<p>Two weeks of work experience follows the GCSE exams, with preparatory sessions beforehand and feedback afterwards.</p> <div style="display: flex; justify-content: space-around;">   </div>

## Year 12

<b>SPRING TERM</b>	Higher Education Evening includes advice from a guest speaker on the latest H.E developments. Girls are introduced to resources relevant to choosing university courses.
<b>SUMMER TERM</b>	<p>A detailed programme of UCAS support is provided, with a UCAS Evening that covers choosing courses, how to complete the UCAS form and university finance.</p> <p>Girls will prepare draft Personal Statements, will use UCAS and Unifrog software to compare and select courses of interest and will have mock interviews with recent alumnae.</p> <p>Open Day visits to universities take place. All Year 12 students can apply for GDST Higher Education preparation courses and Career Taster Days. Details of these are provided by the Head of Careers and all girls are sent relevant information according to their interests. The Sixth Form take part in initiatives such as the Women of the Future Ambassadors scheme, allowing valuable networking opportunities.</p> <div style="display: flex; justify-content: space-around;">    </div> <p>Individual interviews allow discussion of all post A-level plans.</p>

# Year 13

## AUTUMN TERM

Information, advice and guidance given on all aspects of the UCAS process. Application forms submitted.



Recent alumnae visit Sutton High School to talk to Year 13s about university life and to give additional guidance and advice on university and apprenticeship applications.

Mock interviews are arranged as necessary.

## SPRING TERM

Support given for completing higher apprenticeship applications, and with the decisions on which offers to accept.



*Photo: Our Oxford and Medicine applicants in 2019. All received offers.*

Advice on applying for Student Finance.

Life skills such as cookery and budgeting are part of PSR lessons.

## SUMMER TERM

Results Day support.



# Careers interviews

Individual careers interviews with Mrs Berner, Head of Careers and Higher Education, are available for all years as and when required. Mrs Berner is a qualified careers guidance practitioner with the postgraduate Diploma in Careers Guidance.

# Careers events

A biennial Careers Fair is held at the school for students in Years 9–13. Girls are encouraged to attend careers fairs, talks, lectures and open days as they arise.



There are many other standalone careers events including visits to and by local companies, and many STEM activities giving students a link to employers.



*Photos: The FABHAB project. Year 10 girls sent an iPhone into space, sponsored by the phone case company, Mous.*

# Careers information

Careers literature can be found in the careers section of the school library. This contains up-to-date books, general reference material and specific occupational information. University and college prospectuses are kept for reference.

A range of software is used in school, and the school subscribes to E-Clips, JED, Fast Tomato, Futurewise and Unifrog – all of these can be accessed at home and through Firefly.

# Career Mark

The school has been awarded the national Career Mark standard four times for the high quality of its careers education and guidance programme. In recognition of this, the Gold Career Mark was presented in 2012 and again in 2015.







*Photo: Year 12 students receiving help with UCAS research from our Unifrog rep*



# SUTTON

## HIGH SCHOOL

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GDST  
GIRLS' DAY SCHOOL TRUST

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