

Information and Guidance Policy

Purpose of the Policy

At Next Steps Ed, we are committed to providing high-quality, clear, and accessible information, advice, and guidance (IAG) to support the educational, personal, and career development of our students. This policy ensures that all students, parents/carers, and staff have access to the guidance and information they need to make informed decisions about education, wellbeing, and future pathways.

Objectives

The key objectives of this policy are to:

- Ensure all students receive timely, accurate, and impartial advice to support their education and personal growth.
- Empower students to make informed decisions about their next steps, including further education, training, and employment.
- Provide clear information to parents/carers and external partners about our provision, expectations, and the opportunities available.
- Support students with additional needs through tailored information and guidance.

Information and Guidance for Students

Academic Guidance

- Regular progress reviews will take place to assess student achievements, challenges, and targets.
- Students will receive personalised support to identify their strengths, interests, and areas for improvement.
- Staff will provide clear information on available academic pathways, qualifications, and alternative routes tailored to each student's needs.

Career Education and Guidance

- Students will have access to careers education through PSHE lessons, workshops, and one-to-one sessions with trained staff.
- The provision will arrange visits from employers, colleges, apprenticeship providers, and other relevant organisations to inspire and inform students about future opportunities.
- Individual careers interviews will be provided to help students explore their aspirations and plan realistic next steps.

Wellbeing and Pastoral Support

- Students will receive advice and support around emotional wellbeing, mental health, and personal development.
- Trained pastoral staff will provide guidance to help students develop resilience, manage relationships, and address personal challenges.

- Information about external services (e.g., counselling, mental health organisations) will be made available for further support.

Information and Guidance for Parents/Carers

- Next Steps Ed will maintain clear communication with parents/carers through regular updates, newsletters, and meetings.
- Parents/carers will receive information about their child's progress, behaviour, and any additional support needs.
- Workshops and sessions will be offered to help parents/carers support their child's education, behaviour, and wellbeing at home.
- Parents/carers will have opportunities to meet with staff and external providers to discuss post-16 options, transitions, and support services.

External Partnerships and Support

To ensure the highest quality of IAG, Next Steps Ed will:

- Work with external agencies, such as careers services, colleges, apprenticeship providers, and local businesses, to enhance the opportunities available to students.
- Partner with mental health and wellbeing organisations, safeguarding teams, and family support services to provide holistic guidance and care.
- Access up-to-date resources and advice from national and local education and employment bodies.

Staff Responsibilities

- All staff are responsible for providing accurate and supportive information and guidance to students.
- Designated staff will be trained to deliver careers advice, wellbeing support, and educational guidance in line with statutory requirements and best practice.
- Staff will work collaboratively to ensure guidance is consistent, impartial, and meets the individual needs of each student.

Accessibility of Information

- All information and guidance will be delivered in a clear, age-appropriate, and accessible format for students and parents/carers.
- Additional support, such as visual resources, interpreters, or simplified materials, will be provided for those with communication or learning needs.
- Relevant policies, information on pathways, and external resources will be shared via newsletters, meetings, and the Next Steps Ed website.

Monitoring and Evaluation

- The effectiveness of information and guidance will be regularly reviewed through student feedback, parent/carers engagement, and staff reflection.

- Student destinations (e.g., further education, employment, apprenticeships) will be tracked to evaluate the impact of our guidance.
- Policies and procedures will be updated annually to ensure compliance with best practice and statutory guidelines.

Review and Updates

This policy will be reviewed annually by the senior leadership team to ensure it continues to meet the needs of our students, parents/carers, and staff, reflecting any changes in guidance or statutory requirements.

****Policy Review Date: 10th December 2025**

****Policy Approved By: ** Mica Smith - Director**