



## ***Careers Entitlement Statement***

### **For Students**

Students attending The Pilgrim School bases will:

**Take part in a careers education programme** during their tutorial sessions which will develop and support your understanding of:

- Career profiles, opportunities, pathways and opportunities open to you when you leave The Pilgrim School
- The local and national job market and where to look for jobs
- Progression steps you can take in education, training and employment
- Skills you need to plan, discuss, reflect, review and manage your own career plan
- Using The National Careers And National Careers websites
- The skills employers are looking for
- Your employers' and your own rights, equality, discrimination and stereotyping in the work-place
- Completing letters and forms of application and responding during interviews

**Your careers guidance will include:**

- Regular opportunities to set life goals and learning targets
- Regular opportunities for you to review with your RSO, parents and carers your career plan, next steps at The Pilgrim School and for post 16 education
- Support to participate in work visits and work experience
- Support to investigate post 16 opportunities and providers
- Support to visit college, apprenticeship and other providers for post 16 placements
- Support if appropriate to talk to local careers advisors
- Support to attend The Pilgrim School Careers Fair
- Support to attend local open days, taster sessions at local placements

**Your careers plan will be:**

- Impartial
- Confidential
- Focussed on your individual needs, realistic, achievable and fit for purpose



# ***Careers Entitlement Statement***

## **For Parents And Carers**

### **Parents And Carers**

All parents and carers of Pilgrim students can expect:

- To be able to make an appointment with a member of staff or specialist advisor if appropriate to discuss progress, future prospects and post 16 opportunities
- Professional advice to help you get your young person to where he/she and you want to be
- Students to have learning and career plans with targets that are reviewed regularly
- Students to have regular access to RSOs, teachers and partner agencies to discuss engagement and progress in learning and formulating future plans for when they leave The Pilgrim School
- Schemes of work and careers activities, information and resources to be independent and impartial

### **Careers Education and Guidance At The Pilgrim School**

Will include:

- A study of post 16 job profiles, pathways and opportunities
- Research of the local and national job market and where to look for jobs
- Encouragement to plan, discuss, reflect, review and manage a career plan
- Familiarisation and confidence with using The National Careers And National Careers websites
- A study of the skills employers are looking for
- A study of rights and responsibilities as an employer and employee
- A study of equality, stereotyping and discrimination in the work place
- A study of how people are paid, how money is used and principles of budgeting
- Guidance on completing letters and forms of application and responding appropriately during interviews
- Support for taster activities and work experience
- Support to investigate post 16 opportunities and providers and submit applications
- Support to attend The Pilgrim School Careers Fair
- Support to attend local open days, taster sessions at local placement



## **How You Can Provide Help And Support For Career Plans**

As their parent or carer, you are likely to be the single biggest influence on your child's thoughts and feelings about their future and turning this into a positive and supportive experience.

- Listen carefully to your child's views and be open to new ideas and possibilities
- Talk about the importance of doing a job that you will enjoy
- Encourage interest in the occupations and work experiences of family and friends
- Encourage participation in work experience
- Have a good general understanding of the options available and encourage exploration
- Help explore possible employers, apprenticeship providers and further education courses available in your local area
- Help explore the wide range of information available on The National Careers Service Website ([www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)) and The Apprenticeship, Traineeship and Internship Website ([www.gov.uk/education/apprenticeships-traineeships-andinternships](http://www.gov.uk/education/apprenticeships-traineeships-andinternships))
- Discuss jobs that are advertised in your local area
- Keep an eye out for, and arrange to go to open day/ evenings at colleges and training organisations in your local area
- Attend The Pilgrim School Careers Fair
- Discuss career options in reviews
- Encourage out of school activities as these are not only valuable in themselves but give a good impression to people like employers or course tutors
- Gives support to prepare and attend interviews



Dear Parents And Carers

We are pleased to inform you that from September 2019 all pupils who attend bases will have designated lessons for Personal, Social, Health and Economic Education (PSHE) and Careers.

The PSHE programme at Key Stage 3 is in line with latest Government guidance and includes study under 3 key strands. The first strand is physical health and wellbeing. This includes a study of topics such as mental wellbeing; sleep; internet safety and harms; physical health and fitness; healthy eating; drugs alcohol, tobacco; health prevention; basic first aid and the changing adolescent body. The second strand is relationships and sex education. This includes topics such as families; respectful relationships and friendship; online media; being safe and being intimate. The third strand is living in the wider world and includes topics such as jobs and the labour market; planning for the future; budgeting, saving, spending, and being an active citizen

In Key Stage 4 pupils will study The AQA PSE Programme of Units. This is a non- examination course that while building on work in key stage 4 will give pupils an extra qualification which can be added to their CV for entry to post 16 education or training. Pupils can achieve the qualification by studying units for The Award in drugs education; relationship and sex education and Careers. This can be studied at entry 3 level, level 1 or level 2. To attain a certificate pupils can choose an optional 3 units, for example, in mental wellbeing, healthy lifestyle, personal safety, and personal finance

Throughout the school year we offer various tutorials and workshops by specialised agencies. These could include:

- **Online safety and exploitation** – ‘Think you know who you are talking to’, ‘sexting’, the consequences of transmitting risky images
- **Be smart, be safe** – the risks of sexual exploitation and how to keep safe in face to face and group situations
- **Pornography** – pornography and the law, risks, effects on self-esteem, the importance of negotiation and assertiveness
- **Recognising when a relationship is unhealthy or abusive-** the unacceptability of both emotional and physical abuse or violence, where and how to seek help and support
- **Keeping ourselves and others safe and healthy** – the importance of condom use, how to correctly use condoms, where condoms can be obtained from, The C Card scheme
- **Protecting ourselves and others from STIS**, what STIs are, how transmitted, symptoms, effects, treatments, advice and support
- **Rights and responsibilities in relationships** – different types of contraception, (natural and artificial), effectiveness, emergency contraception – where to seek advice and support
- **Making choices** – unplanned pregnancy – what are the options? Understanding a range of beliefs and opinions, abortion and the current legal position.

- **Laws and risks associated with female genital mutilation**
- **Laws in relation to different types of consent**, negotiation, boundaries, respect, norms, communication and empowerment
- **How to manage unwanted attention in a variety of contexts including harassment and stalking**

Reintegration and Support Officers in school are trained C-card advisors which means that, where appropriate, pupils can access confidential advice and contraception. All pupils are assessed for Fraser competency and every effort is made to encourage them to talk to parents. Further information can be accessed at [www.lincolnshirehealthyfamilies.nhs.uk/sexualhealth](http://www.lincolnshirehealthyfamilies.nhs.uk/sexualhealth)

We appreciate some of the issues we talk about and study may be of a sensitive matter for some pupils but I hope, like us, you appreciate the importance of any young person having the information that will keep them well and safe. Subjects will always be taught in a secure environment and pupils will always be supported by familiar staff but if you feel your son, daughter or ward would need additional support for any of the topics please contact and discuss the matter with The RSO responsible for your child.

If you require any further information regarding our proposed PSHE programmes and tutorials please do not hesitate to contact me [yvonne.prendergast@pilgrim.lincs.sch.uk](mailto:yvonne.prendergast@pilgrim.lincs.sch.uk) or Bev Lee Pastoral Manager [bev.lee@pilgrim.lincs.sch.uk](mailto:bev.lee@pilgrim.lincs.sch.uk)

**Yours sincerely**

Yvonne Prendergast (Head of Applied Learning)



Dear Parents/Carers

**RE: SCHOOL ABSENCE**

I am writing to remind parents of the procedure for informing us if your child is unable to attend school.

**Parents must contact the base their child attends** as soon as possible (by 9.a.m. for the morning session and no later than 12.30 p.m. for those due to attend afternoons only) giving reasons for their absence. Please advise in advance if your child has a planned absence from school e.g. medical/dental appointment/other reason. The direct telephone number for each base is as follows:

**Lincoln: 01522 682319**

**Amber Hill: 01205 743107**

**Louth: 01507 355916**

We are aware that, in some instances, messages are being sent direct to teachers'/support officers' mobile phones or email addresses; however, it is not always possible for these messages to be accessed during school time and for attendance information to be recorded accurately.

If a pupil is absent without parental communication, a member of staff will enquire by telephone/parentmail, as per our usual safeguarding procedure. **If a pupil is absent and no reason obtained then attendance will automatically be recorded as unauthorised absence.**

**Please note:** Pupils are registered on Parentmail prior to starting lessons at Pilgrim, at which time you will receive a text message asking you to register. Please can you ensure you do this as soon as possible after your child's start date, in order for us to contact you regarding school absence and to send other information e.g. school trips, school closures etc.

Parents need to take their responsibilities to communicate seriously in order to protect children and young people. Please be aware that for regular, unexplained non-attendance, proof of reason for absence may be requested from medical professionals involved with your child.

**If your child is brought to school by taxi, the responsibility to cancel that day's journey lies with the parent. Equally, should your child not access their taxi into school and arrive by**

**other means then it is the parent's responsibility to ensure the taxi company are aware that the homeward journey is still required.**

Recently, there have been instances where a taxi has arrived at the home/school to find that a child is absent. The cost to the Local Authority of providing transport for pupils is substantial and questions are being asked frequently about whether a contract is still needed.

### **TERM TIME HOLIDAYS**

It is Pilgrim School policy that holidays taken during school time will not be authorised, except in what the headteacher considers to be, exceptional circumstances. Should you wish to take your child out of school for holiday purposes then a letter should be sent directly to the headteacher stating reasons for this request and dates to which they apply.

The Pilgrim School believes that regular school attendance is crucial in order for pupils to achieve the best possible outcome during their time with us. Your cooperation in this matter would be greatly appreciated. If you have any concerns or queries about this letter, please contact the school office on the number above.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Barnes', with a long horizontal flourish extending to the right.

Mr Steve Barnes  
Headteacher

## **ARE YOU IN RECEIPT OF ANY OF THE BENEFITS BELOW?**

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support • Income-based Jobseeker's Allowance • Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

## **IF SO, YOUR CHILD MAY BE ELIGIBLE FOR FREE SCHOOL MEALS.**

## **IF SO THEY WILL ALSO QUALIFY FOR PUPIL PREMIUM FUNDING FOR YOUR CHILD'S SCHOOL**

Free school meals offer a healthy, wide selection of options for your child at lunch time and can save families approximately £460 per year.

If your child is in the infants and already has school meals, check to see if your child will continue to receive free school meals when they are older by applying using the Parent Portal.

If you are unable to access the online portal below please contact your child's school or the Customer Service Centre for assistance.

## GUIDANCE FOR PARENTS/CARERS

Create an account using your email address on the online Parent Portal :

<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

### Step 1



### Step 2

## Create new user account

To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of: one or more upper-case letters, lower-case letters and numbers.

Account Details	
<i>* indicates a required field</i>	
<b>Title *</b>	<< Please Select >> <input type="button" value="v"/>
<b>Forename *</b>	<input type="text"/>
<b>Middlename</b>	<input type="text"/>
<b>Surname *</b>	<input type="text"/>
<b>Evening Phone</b>	<input type="text"/>
<b>Daytime Phone</b>	<input type="text"/>
<b>Mobile Phone</b>	<input type="text"/>

### Step 3

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## Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

Exit

Resend

### Step 4

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## Sign In

Please complete the blank fields below, and click 'Sign in' to continue.

Your account will be verified when you have logged in successfully.



The image shows a screenshot of a 'Sign In' form. At the top, there is a blue header with the text 'Sign In'. Below the header, there are two input fields: 'Email Address\*' and 'Password\*'. The 'Email Address\*' field contains a single character 'l'. Below the input fields is a blue button with a white lock icon and the text 'Sign in'. At the bottom of the form, there is a link that says 'Click here if you have lost or forgotten your password'.

### Step 5

An email will be sent to the parent/carer advising if 'eligible' or 'not eligible' for free school meals.

**IMPORTANT INFORMATION** – If you receive a 'not eligible' letter, please check the date of birth and the National Insurance Number for the parent/carer has been entered correctly on the online Parent Portal.

Telephone enquiries – Customer Services Centre Tel : (01522) 782030

# Safeguarding Contacts

Advice on any aspect of Child Protection and Safeguarding may be sought from the Safeguarding Team;

<b>Designated Safeguarding Lead (DSL)</b>	<b>Steve Barnes</b> <b>07534644980</b>
<b>Deputy Designated Safeguarding Lead(s)</b>	<b>Bev Lee</b> <b>07534644942</b>
<b>Our local contact numbers are:</b>	
<b>Safeguarding of children concerns</b> <i>(Children living in Lincolnshire)</i>	<b>01522 782111</b> <i>Lincolnshire's Children's Services Customer Service Centre for reporting concerns and Early Help Team for Advice</i>  <b>Emergency Duty Team</b> <b>01522 782333</b> (6pm-8am + weekends and Bank Holidays)
<b>Safeguarding of children concerns</b> <i>(Children living in other Authorities)</i>	
<b>Allegations against /concerns about adult(s) working with children</b>  <small>Staff must report concerns to the head teacher or in the event of concerns about the head teacher concerns must be reported to the Chair of Governors.</small>	Lincolnshire Local Authority Designated Officers (LADO) <b>Rachel Powis, Jemma Parkinson &amp; Ildiko Kiss</b> <b>01522 554674</b> <a href="mailto:LADO@lincolnshire.gcsx.gov.uk">LADO@lincolnshire.gcsx.gov.uk</a>  <small>The Head/Chair must contact LADO to discuss concerns &amp; course of action.</small>
<b>Police (Emergency)</b> <b>Police (Non-Emergency)</b>	<b>999</b> <b>101</b>
<b>LCC Safeguarding in Schools</b> <i>for advice around safeguarding policy, audits, training etc.</i>	<b>Ruth Fox – Safeguarding &amp; Education Welfare Supervisor</b> <a href="mailto:safeguardinginschools@lincolnshire.gov.uk">safeguardinginschools@lincolnshire.gov.uk</a>  Tel: 01522 554695

