

School Careers Activity Calendar – Yr 7

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1	Variety of parents and visitors providing details of their careers.	Tutor Assembly time	Classroom/tutor room	NJT/NJA	N/A	4, 5 (if they judge)
Term 1:2 13/11/25	Career Fair – 13/11/25	11.00 to 15.00	Sports Hall	Careers Leader Careers and College coordinator Lead for PD JD (operational) Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 9-15 th Feb 26	National Apprenticeship Week activities (departmental and whole school)	9 th -15 th Feb 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 3:1	<ul style="list-style-type: none"> - Introduction to the world of work - Job Research (START and career pilot) - Budgeting and Money 	Personal Development	Various Rooms	Lead for PD and KS3 teachers	N/A	1, 2, 3, 4
Term 2:2 2 nd -7 th Mar 26	National Careers Week activities (departmental and whole school)	2 nd -7 th Mar 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 3:2	LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> - Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions) 	Personal Development	Various Rooms School hall	Lead for PD and KS3/4 teachers JD (operational)	N/A	2, 4, 5,

	<ul style="list-style-type: none">- Creating an idea- Developing branding- Developing a product/idea- Preparing for the Careers Fayre- Careers Fayre 2026- Evaluating Careers Fayre 2026				
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School Careers Activity Calendar – Yr 8

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 13/11/25	Career Fair – 13/11/25	11.00 to 15.00	Sports Hall	Careers Leader Careers and College coordinator Lead for PD JD (operational) Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 9-15 th Feb 26	National Apprenticeship Week activities (departmental and whole school)	9 th -15 th Feb 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 2:2 2 nd -7 th Mar 26	National Careers Week activities (departmental and whole school)	2 nd -7 th Mar 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 2:2 27/3/26	Work Experience in the workplace. Work placement experience booklets - Barclays Life skills to assist	26 th - 27 th Mar 26	Workplace	Careers Leader Careers Admin (DB) Careers and College coordinator Lead for PD KS3 subject teachers Parents/carers & Employers	N/A	2, 3, 5, 6
Term 3:1	- TYCTW Work Experience Prep	Personal Development	Various Rooms	Lead for PD and KS3 teachers	N/A	1, 2, 3, 4

	<ul style="list-style-type: none"> - Work Experience Review - Money & Work - Entrepreneurial skills - Careers and AI 					
Term 3:2	LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> - Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions) - Creating an idea - Developing branding - Developing a product/idea - Preparing for the Careers Fayre - Careers Fayre 2026 - Evaluating Careers Fayre 2026 	Personal Development	Various Rooms School hall	Lead for PD and KS3/4 teachers JD (operational)	N/A	2, 4, 5,

School Careers Activity Calendar – Yr 9

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 13/11/25	Career Fair – 13/11/25	11.00 to 15.00	Sports Hall	Careers Leader Careers and College coordinator Lead for PD JD (operational) Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1	<ul style="list-style-type: none"> - Introduction to CVs - Being employable/careers - Employment Rights & Responsibilities - Pathways post 16 - All about apprenticeships - Which Way Now Booklet 1 - Which Way Now Booklet 2 	Personal Development	Various Rooms School hall	Lead for PD and KS3 teachers	N/A	2, 4, 5,
Term 2:1 9-15 th Feb 26	National Apprenticeship Week activities (departmental and whole school)	9 th -15 th Feb 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 2:2 2 nd -7 th Mar 26	National Careers Week activities (departmental and whole school)	2 nd -7 th Mar 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7

7/5/26	Preston College Taster Day Assembly	08:40-09:00	School Hall	Careers and College coordinator JD (operational) Tutors and Year Lead	N/A	2, 3, 7
Term 3:2	LHA Enterprise Fayre 2026 <ul style="list-style-type: none"> - Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions) - Creating an idea - Developing branding - Developing a product/idea - Preparing for the Careers Fayre - Careers Fayre 2026 - Evaluating Careers Fayre 2026 	Personal Development	Various Rooms School hall	Lead for PD and KS3/4 teachers JD (operational)	N/A	2, 4, 5,
17/6/26	Visit to Preston College FE/HE	All day	Preston College	Careers and College coordinator Year Lead Lead for PD JD (operational) Tutors	N/A	2,3,7

School Careers Activity Calendar – Yr 10

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Term 1:2 13/11/25	Career Fair – 13/11/25	11.00 to 15.00	Sports Hall	Careers Leader Careers and College coordinator Lead for PD JD (operational) Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1 9-15 th Feb 26	National Apprenticeship Week activities (departmental and whole school)	9 th -15 th Feb 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 2:2 2 nd -7 th Mar 26	National Careers Week activities (departmental and whole school)	2 nd -7 th Mar 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
26/3/26	Runshaw College Taster Day Assembly	08:40-09:00	School Hall	Careers and College coordinator JD (operational) Tutors and Year Lead	N/A	2, 3, 7
Term 2:2	<ul style="list-style-type: none"> - Intro to WRL - CV Writing - Personal Statements - Start.Lancashire.Profile Lesson 	Personal Development	Various Rooms	Lead for PD and KS4 teaching staff	N/A	3, 4, 5, 7

	- Letter of Application					
Term 3:1	- Interview Technique - Mock Interview Prep - Mock Interview Evaluation	Personal Development	Various Rooms	Lead for PD and KS4 teaching staff	N/A	3, 4, 5, 7
April 25 – Dec 25	Independent Careers appointments	Tuesday	Group Meeting room	Independent CEIAG Advisor Careers and College coordinator	£3000	8
14/05/26	Newman College Taster Day Assembly	08:40-09:00	School Hall	Careers and College coordinator JD (operational) Tutors and Year Lead	N/A	2, 3, 7
Term 3.1 21/5/26	Mock Interviews	Personal Development	School Hall	Careers Leader Careers and College coordinator JD (operational) Lead for PD Wide range of Employers	£20 refreshments	5
Term 3:2	LHA Enterprise Fayre 2026 - Introduction Assembly to Enterprise Fayre from outside employer (opportunity to ask questions) - Creating an idea - Developing branding - Developing a product/idea - Preparing for the Careers Fayre - Careers Fayre 2026 - Evaluating Careers Fayre 2026	Personal Development	Various Rooms School hall	Lead for PD and KS3/4 teachers JD (operational)	N/A	2, 4, 5,
Term 3:2 24/6/26	Visit to Newman College FE/HE	All day	Newman	Careers and College coordinator Year Lead	N/A	2,3,7

				Lead for PD JD (operational) Tutors		
Term 3:2 2/7/26	Visit to Runshaw College FE/HE (plus pre-sampler)	All day	Runshaw	Careers and College coordinator Year Lead Lead for PD JD (operational) Tutors	N/A	2,3,7

School Careers Activity Calendar – Yr 11

Date	Activity	Timing	Location	Staffing	Budget	Gatsby Compliance
Sep 25 – Dec 25 (plus summer term of Yr 10)	Independent Careers appointments	Tuesday	Careers in glass corridor	Independent CEIAG Advisor Careers and College coordinator	£3000	8
Term 1	Blackburn College 08/09/2025 Runshaw College 15/09/2025 Preston College 22/09/2025 Newman College 29/09/2025 Myerscough 6 th form 21/10/2025 Runshaw Online Applications 04/11/2025 Preston Online Applications 11/11/2025 PNECET 10/12/2025 TBC: Hutton 6 th form 14/10/2025 Training 2000 18/11/2025 Armed Forces 26/11/2025 JTL 03/12/2025 DWP 17/12/2025	Personal Development	School Hall	Representative from FE/Training providers Careers Leader Careers and College coordinator Lead for PD JD - operational	N/A	3, 7
Term 1: 1	National Apprenticeship Service ASK Assembly Date tbc	Assembly	School Hall	Lead for PD JD (operational)	N/A	3, 5
Term 1: 1 06/10/25	Speed Networking	2.00-3.00pm	School Hall	Careers Leader Careers and College coordinator	£20 refreshments	2, 3, 5

				JD (operational) Lead for PD Wide range of employers		
Term 1.2	College applications online: Runshaw College 04/11/25 Preston College 11/11/25	Personal Development	ICT Suites	Careers and College coordinator Various teaching staff College staff	N/A	3, 7
Term 1:2 13/11/25	Career Fair – 13/11/25	11.00 to 15.00	Sports Hall	Careers Leader Careers and College coordinator Lead for PD JD (operational) Employers (national, international, local, public & private sector) Colleges (A Level & T Level) HE providers Training providers Independent CEIAG Advisor	£50 refreshments	2, 3, 4, 5, 7
Term 2:1	Runshaw College Interviews - date tbc Preston College Interviews - date tbc	During day	In person	Careers and College coordinator	N/A	2, 3, 7, 8
Term 2:1 9-15 th Feb 26	National Apprenticeship Week activities (departmental and whole school)	9 th -15 th Feb 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7
Term 2:2 2 nd -7 th Mar 26	National Careers Week activities (departmental and whole school)	2 nd -7 th Mar 26	Various	NJT, Lead for PD, Subject Staff, LAL	N/A	2, 4, 5, 6, 7

As well as assemblies, college visits and student application support, Newman, Preston, Runshaw and Myerscough colleges are also invited to support Yr 11 guidance evening and Yr 9 pathways evening.

All year groups will receive **#FuturesFridays newsletters** which will also be sent home to parents. This includes relevant national information, job of the week, links to next step pathways and **local LMI**. Elements of this newsletter will be highlighted as part of the **Ready to Thrive (RTT) tutor programme**, related to skills needed for the world of work, although the focus for RTT will be on core values. These will link with posts on **social media** for parents/carers. The Academy will also produce a copy of the **Beyond careers newsletter** 2-3 times a year, featuring articles from current and past students.

Lessons in the Academy will feature a whole school PPT slide explaining the link between the subject lesson and the world of work. This slide will contain **subject related careers and skills underpinned by those valued by employers**, speaking, listening, problem solving, teamwork, resilience, communication, planning, leadership etc. Each subject in school will highlight and explicitly teach about careers in subjects and employability skills.

Activities linked to Gatsby compliance:

Gatsby 2	Gatsby 3	Gatsby 4	Gatsby 5
<ul style="list-style-type: none"> • STEM events • Access to careers website • Access to Local Market Information • Access to job profiles • #FuturesFridays newsletter • Beyond 	<ul style="list-style-type: none"> • Access to careers assessment • Stereotype challenging activity • Aspiration raising activity • SEND specific activity • Megahub • Application support for Post-16 	<ul style="list-style-type: none"> • Employer involvement in the curriculum • Careers tutorial • Drop down day • Careers assembly • Careers in the curriculum activity • Careers lesson through PD 	<ul style="list-style-type: none"> • Careers fair • Employer workshop • CV workshop • Employer mentoring/ e-mentoring • Business/ enterprise games and competitions • Enterprise activity • Employer involvement in the curriculum • Mock interviews • Speed networking • Alumni activity
Gatsby 6	Gatsby 7	Gatsby 8	
<ul style="list-style-type: none"> • Work experience • Work shadowing • Workplace visit • Virtual work experience • Take child to work day 	<ul style="list-style-type: none"> • Post-16 provider talks/visit • Access to Post-16 provider information • Apprenticeship event/ support • Further and Higher education events and visits 	<ul style="list-style-type: none"> • 1-2-1 Careers Guidance • Group careers guidance • Application support for Post-16 	