

Ravens Wood School Statement of Entitlement to Careers Education and Guidance for students and their parents/guardians

As a *student* you are entitled to expect that the *staff* of Ravens Wood School will:

- treat and respect you as an individual
- provide you with the opportunity to learn the skills and gain the knowledge you will need to earn your living after you leave school/college
- offer you support as you need it
- be professional in their dealings with you, be well informed and have the right skills to help you
- offer you a confidential service and undertake not to pass on information without your permission
- guarantee access to careers information which is up-to-date, comprehensive and unbiased
- ensure you have access to professional and expert guidance when you need it
- guarantee access to information about all the options in education training and employment open to you once you leave school/college.

The *staff* of Ravens Wood School expect that you will:

- be active in helping yourself as well as expecting us to help you
- be prepared to be realistic in considering the range of opportunities available and in making choices about them
- be prepared to learn and stretch yourself in order to reach your potential
- carry out actions you have agreed to undertake with us
- be punctual and considerate of others.

As a *parent or guardian* you are entitled to expect that the *staff* of Ravens Wood School will:

- encourage you to contact them at any stage for information or advice about your son or daughter
- provide specialist help if your son or daughter has special educational needs
- promote and practice equal opportunities for all young people regardless of gender, ethnic origin, disability etc.
- enable you to take an active part in the processes described above which could include:
 - attendance at Parent's Evenings and other events
 - attendance at your son's or daughter's careers guidance interview with the Careers Adviser in school