

What is an Options & Careers meeting?

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This is where you and your family/carer, can have a chat about ideas for your future, with Sue Thorns- the Options & Careers Adviser.

This might be talking about moving into Post 16 (Sixth Form) at the start of year 12, or ideas about you would like to do after you leave Victoria School (usually the end of Year 14).

- **How often do I have a meeting?**

You are invited for a chat usually before your Annual/Transitional Review each year. But you can ask for a meeting as often as you need, especially in your final year of school.

- **How do I book a meeting?**

Students can book their own meetings by emailing Sue using the email below, or asking a member of school staff to do this.

Families and carers can also email Sue on SThorns@victoria.poole.sch.uk to book a meeting.

- **How long will it last?**

The meeting will last about 45 minutes, although this can be shorter, and we can meet again if needed.

- **Where will my meeting be?**

Chats and meetings will be by **Zoom** or **face-to-face in school** (when available). And you could use your phone/tablet, or school computer to use Zoom - although you will need somewhere quiet to work.

- **Do I need to bring anything?**

If you use a communication aid, please bring this with you, and any of your own ideas or information for the future.

- **Do I need to do anything before my meeting?**

Have a chat with the people that know you best, about your ideas and plans for the future, so you have some ideas ready to talk about. You should also fill out the sheet called '**My ideas for my future....**', as this should help you. You can find this sheet on the school website, or you can email Sue at SThorns@victoria.poole.sch.uk.

- **Will I need to do anything in the meeting?**

Yes- ask questions and talk about your ideas, and please say if you do not understand anything- this meeting is all about you and what your options are.

It is ok, not to know what you want to do, and Sue T can help show you some ideas if you are stuck. It's also ok to change your mind about your ideas and plans!

- **Do I need to remember what we have talked about?**

Sue will write down the important bits of the chat on an 'Action Plan' and will type it up and email/send it to you after the meeting, so you don't need to remember it all.

- **What is an 'Action Point'?**

This is something someone has agreed to do (or an action), after the meeting. For example: use the JED computer programme to find out about a certain type of job, or look at a college website to get information on a course.

- **What is 'Confidentiality' on my Action Plan?**

Confidentiality is about who we share the information with- from our meeting. You do not have to share it with anyone, and Sue cannot either- unless you have said she can (**or** it is a safeguarding or legal issue). However, it can be useful for school staff to know, so that they can help set up opportunities to help you with your ideas. Very occasionally Sue will have to share the information, if the law says she must.

- **What is 'Safeguarding' on my Action Plan?**

In your meeting if you say something that puts you or others at risk of danger, or being hurt, Sue T will use the 'Cause for Concern' form on the schools CPOMS Safeguarding computer programme. This report will then go to the Safeguarding Team to look at, to help keep you (and others) safe and well. The law says we have to do this, as we have a duty of care to protect all students from harm.

- **Why is Social Worker on my form?**

Not everyone has a Social Worker, so we can chat about how to get one. They can give lots more opportunities for students whilst they are at school, and after they leave. Most options will need to be paid for, and you may be able to get money from Social Care, after a Social Worker assessment of your needs.

- **Will I need to do anything after the meeting?**

-You will be asked to do your 'Action Points' before the next meeting.

-You will be asked to fill in a feedback form, to make sure that the meeting was ok for you. Please say if you want anything changed.