

What is an Options & Careers meeting?- student sheet

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This is where you and your family/carer can have a chat about your options and choices in school, and after you leave school. This is with Options & Careers Adviser Sue Thorns.

This might be talking about moving into a Post-16 provision or 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 talking to or emailing the Options and Careers Adviser (or asking a member of school staff to do this).

Families and carers can also email 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, if needed.

Where will my meeting be?

Chats or meetings will be **face-to-face in school** or by **Zoom**. You could use a 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 or any notes from your research (e.g. JED jobs lists).

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 could also ask Sue (or class staff) for some information sheets to help with this.

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/choices are. It is ok not to know what you want to do, as the Options & Careers Adviser can show you some ideas if you are stuck. It is also ok to change your mind about your ideas and plans (it is part of the process!).

Do I need to remember what we have talked about?

The important points from the meeting will be written down on an 'Action Plan' which will be sent 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: 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 from the meeting with. You do not have to share it with anyone, and the Options & Careers Adviser cannot either- unless you have agreed (**or** it is a safeguarding **or** legal issue). However, it can be useful for school staff to know, so they can help set up opportunities to help you with your ideas.

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, a 'Cause for Concern' form will be filled out on the school's CPOMS Safeguarding computer programme. This report will 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 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.