



Orchard school is a comprehensive secondary Academy serving the northwest area of Bristol with a diverse pupil population of 661.

After joining the school and taking over the role of Careers Co-ordinator a year ago; Hayley Galpin soon found herself swamped with paperwork. Stacks of documents and folders made information difficult to manage.

"I needed a tool that could automate time consuming activities such as gathering business contacts and manage administrative processes such as scheduling meetings and planning events. My main objective is to focus my attention better and spend less time on administration."

CEIAG Programme

"My first priority was to create a careers plan using the wizard. This enabled me to approve my strategy for the year. I have created a document not only for personal reference but as a source to share with SLT and governors. There is a website version of the careers plan which we will use to keep parents informed of our careers service provision."

"Grofar allows me to track student careers activity. What is also helpful is being able to identify students with low activity, highlighting those at risk and who may need extra support."

"Grofar is great for organising careers events for students. I can invite targeted groups of students to events and manage responses and attendees online. Grofar identifies which students need chasing and provides me with tutor details. After each event, I send out the online feedback form so that I know how well the event was received. The feedback helps me to decide which events to invest resource on and better understand the student's needs."

"Previously I stored all business contacts in a large spreadsheet. I have imported these into Grofar where I can easily manage the services that businesses provide to the careers service. I can record a complete log of engagements students have with businesses."

"Most students find it hard to recall experience when it comes to writing personal statements and application forms. It is really useful to have a log of activity and skills development which they can refer to when applying for FE courses or apprenticeships."

"I like the fact that student information is synced with the school SIMS system. I don't have to enter students manually and I know the information is always up-to-date."



What the school said:

Hayley Galpin Careers Coordinator said:

"By keeping all our information in Grofar and by using the tools they provide, I am happy we will always be 'OFSTED' ready and can easily demonstrate the service and careers guidance we are providing to our students."

"The careers service can provide more support to students with the resources available and I am able to put in place a legacy going forwards."

Key Benefits

- Careers service planning and budget
- Business database and tracking
- Student passport and activity monitor
- Reducing admin and paper chase
- More time to provide pupil support
- Linked to SIMS – always up to date

