



Provider Access Policy

Document Control Table			
Document Title		Provider Access Policy	
Author and Job Title		DCC/Tim Farrer (Principal)	
Version Number		V1	
Date Approved		05/01/2018	
Approved by		MB	
Date of Review		As required	
Document History			
Version	Date	Author	Note of Revisions
V1	05/01/2018	DCC/TF	

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Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through a number of school events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should make written contact with Karen Johnson, Work Experience and Careers Co-ordinator

Telephone: 01747 854498 Email: karen.johnson@shaftesburyschool.co.uk

In this written request, the provider should outline the purpose of their visit, the year group they wish to have access to, the date, time and length of their visit, technical requirements and ensure that a month's notice is provided. The school reserves the right to refuse or request a postponement for the following reasons:

- Insufficient notice
- Clash with public or internal examinations
- A detrimental impact on teaching and learning in core subject areas or significant disruption to the school day
- Belief that there are other suitable opportunities already planned (see below)

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8		As part of the PSHE programme	As part of the PSHE programme
Year 9		KS4 options event	Careers Fair, including employer carousel, apprenticeship sessions and keynote speakers
Year 10	Careers Talks on Tuesday or Wednesday afternoons Work experience preparation sessions	Careers Talks on Tuesday or Wednesday afternoons Work experience preparation sessions	Careers Fair, including employer carousel, apprenticeship sessions and keynote speakers Options post-16 event
Year 11	Post-16 Information Evening Careers talks on Tuesday or Wednesdays afternoons Generic apprenticeship talks	Careers talks on Tuesday or Wednesday afternoons Apprenticeship talks for interested students	
Year 12	Small group or whole year group sessions on Tuesday and Wednesday afternoons: future education, training and employment options	Small group or whole year group sessions on Tuesday and Wednesday afternoons: future education, training and employment options Progression Routes Information Evening for Parents	Small group or whole year group sessions on Tuesday and Wednesday afternoons: future education, training and employment options Careers Fair, including employer carousel, apprenticeship sessions and keynote speakers HE Progression Day
Year 13	Small group or whole year group sessions on Tuesday and Wednesday afternoons: future education, training and employment options	Small group or whole year group sessions on Tuesday and Wednesday afternoons: future education, training and employment options	

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader and the Principal.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Review

This policy will be reviewed periodically when required.