

Provider access policy statement

Pakefield High School



Approved by:	Local Governing Body	Date:
Author:	Dan Bagshaw	School contact: Dan Bagshaw
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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information and guidance about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 11 at Pakefield High School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access to students should contact the main school office, who will pass the request to the careers lead on senior leadership team link.

Telephone: 01502 530750

Email: office@pakefield.org.uk

4.2 Opportunities for access

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

	Autumn term	Spring term	Summer term
Year 8	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>Masterclasses and application sessions.</p> <p>Open evening.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>National careers week and Apprenticeships week.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>UEA Outreach programme.</p>
Year 9	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>Masterclasses and application sessions.</p> <p>Open evening.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>National careers week and Apprenticeships week.</p> <p>Brilliant Club.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>UEA Outreach programme.</p> <p>1 to 1 careers meetings with a careers advisor as appropriate.</p>
Year 10	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>Masterclasses and application sessions.</p> <p>Open evening.</p> <p>Assembly opportunities - employability skills and raising awareness of post 16 options.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>National careers week and Apprenticeships week.</p> <p>UEA Outreach programme.</p> <p>Networking event with providers and employers.</p> <p>Assembly opportunities - employability skills and raising</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>Work experience preparation sessions.</p> <p>Work experience.</p> <p>Year 10 parents evening introducing the Year 11 journey.</p>

		<p>awareness of post 16 options.</p> <p>1 to 1 careers meetings with a careers advisor as required.</p> <p>Work with NEET co-ordinator for the county for those who are at risk.</p> <p>Launch of work experience and introduction to networking.</p>	
Year 11	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>Masterclasses and application sessions.</p> <p>Open evening.</p> <p>Assemblies on opportunities at 16.</p> <p>1 to 1 careers meetings with a careers advisor.</p> <p>Work with NEET co-ordinator for the county (5 students) for those who are at risk.</p> <p>Masterclasses and application sessions.</p> <p>Year 11 parents evening – post 16 pathways and your year 11 journey.</p>	<p>LIFE Lessons relating to careers, self-development and future pathways.</p> <p>Opportunities for employers and employees to share their career journey.</p> <p>T-Level encounter experience.</p> <p>Masterclasses and application sessions.</p> <p>National careers week and Apprenticeships week.</p> <p>Post-16 evening.</p> <p>Post-16 taster sessions.</p> <p>Apprenticeships – support with applications.</p>	<p>Transition and support meetings for SEN/vulnerable students progressing from year 11.</p>

4.3 Granting and refusing access

Access will be granted as appropriate throughout the academic year. There may be circumstances where access will be refused should requests coincide with pre-planned exams, assessments or school events or cause disruption to learning programmes

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.5 Visitors – general

Visitors to school will be expected to comply with any school requirements in place at that time – the school member of staff liaising with the provider will ensure, where appropriate, providers have any information in advance. Reception staff will brief visitors as required.

4.5 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, although we cannot support the use of external storage devices. These requirements must be discussed and agreed in advance of the visit with the school.

In the event that the school is unable to accommodate visitors to the school site as a result of local or national restrictions or emergencies, the school will seek to facilitate remote access to all training providers – for example through pre-filmed assembly videos and/or virtual meetings where appropriate. In considering these request the school will make consider safeguarding risks as the highest priority.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the careers team who will make these all available to students to all students at lunch/break times and after school.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the school careers lead and the senior leadership team link.

This policy will be reviewed by the Assistant Headteacher at least every two years. At every review, the policy will be approved by the Head teacher.