




Provider Access Policy

This policy was approved by the Local Governing Body on:-	19 March 2018
The policy owner is:	Rosie Warnock
This policy will be reviewed by the Local Governing Body in: (unless earlier review is recommended by the Trust)	2021
Policy Version:	V1
Signed by the Chair of the Local Governing Body:-	
Ratified by the Board of Trustees	21.05.18
Signed by the Chair of Trustee Board	

Introduction

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

Student Entitlement

In Years 8-13 students are entitled:-

- To find out about technical qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options at key transition points.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and taster events.
- To understand how to apply for the full range of academic and technical courses

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Rosie Warnock, Careers Co-ordinator

Telephone: 01603 424711 Email: office@hellesdonhigh.norfolk.sch.uk

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		<ul style="list-style-type: none">• Options Assembly• Options Evening	
Year 9		<ul style="list-style-type: none">• KS4 Options Assembly• KS4 Options Evening	
Year 10	<ul style="list-style-type: none">• Careers lessons every fortnight including information on technical qualifications and apprenticeships	<ul style="list-style-type: none">• Careers lessons every fortnight including information on technical qualifications and apprenticeships	<ul style="list-style-type: none">• College taster days for selected students.• Careers lessons every fortnight including information on technical

			qualifications and apprenticeships
Year 11	<ul style="list-style-type: none"> • External College and Sixth Form assembly presentations 	<ul style="list-style-type: none"> • Apprenticeships/Training provider assembly presentations 	
Year 12	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday) • Open Evening (November) • Taster Day (December) 	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday) 	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday) • Higher Education Evening (June)
Year 13	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday) 	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday) 	<ul style="list-style-type: none"> • Weekly conference meetings (Wednesday)

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

The school's policy on safeguarding (<http://hellesdon.net/policies/safeguarding.pdf>) sets out the school's approach to allowing providers into school as visitors to talk to 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 audio visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Co-ordinator.

Providers will be welcome to leave a copy of their prospectus or other relevant literature in the Careers Office and careers section of the school library, which is available to students at lunch and break times.