



## PROVIDER ACCESS Policy

**Next to be reviewed: January 2021**

## 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.

## Pupil entitlement

Pupils in Years 8-11 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 options evenings, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## Management of provider access requests

A provider wishing to request access should contact Janet Sharkey, Head of Careers Education, on 01924 251605 or by email: [jsharkey@kettlethorpe.wakefield.sch.uk](mailto:jsharkey@kettlethorpe.wakefield.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: The events are often planned well in advance so providers should contact us early in the academic year to be involved in our planning.

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Event for University Technical Colleges	Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities
<b>Year 9</b>	Event for University Technical Colleges  'Speed Networking' event with providers and employers	KS4 options event	

	Autumn Term	Spring Term	Summer Term
<b>Year 10</b>	Life skills – work experience preparation sessions		Life skills – assembly and tutor group opportunities
<b>Year 11</b>	Life skills – assembly on opportunities at 16	Post 16 evening Post 16 taster sessions	

Please speak to Janet Sharkey, Head of Careers, 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 pupils. Requests from providers will be supported if possible but will not be granted in the following circumstances:

- Access cannot be fitted within the careers education programme;
- Repeated access is requested;
- Access will compromise another aspect of careers education.

### **Premises and facilities**

The school will endeavour to make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 Head of Careers or a member of her team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school’s Careers Resource Centre.

### **Approval and review**

Implementation: 29th January 2018

Chair of Governors

Headteacher