

Policy Statement on Provider Access

St. Joseph's Catholic School: Provider Access Policy

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.

Pupils 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 and 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

Procedure

A provider wishing to request access should contact *Mrs. F. Nobis*, Assistant Headteacher,

Telephone: 01722 335380; Email: admin@sjcs.org.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	Solomon Theatre Company – Your Choices	KS4 Options Evening for Parents and Pupils 1:1 Guidance Interviews with Senior Leadership Team and	Bath Spa University Exploring HE and alternative options post 18

	Autumn Term	Spring Term	Summer Term
		<p>Independent Careers Adviser</p> <p>Bath Spa University – Exploring HE and alternative options post 18</p>	
Year 9			Visit to Bath Spa University
Year 10	<p>Launch of Work Experience</p> <p>Careers Fair @ City Hall Salisbury</p>	<p>Life Skills – work experience preparation sessions</p> <p>Health and Safety pre-Work Experience</p> <p>Interview Preparation Day</p> <p>CV's, Letters of Application, Application Forms</p> <p>Interview Techniques</p> <p>Mock Interview Day</p>	<p>Visit to Oxford University</p> <p>Visit to Winchester University</p> <p>Visits to: Wiltshire/Andover/Sparsholt/S6C FE Colleges</p> <p>Work Experience</p>
Year 11	<p>Life Skills – assembly on opportunities at 16</p> <p>Careers Fair @ Salisbury City Hall</p> <p>Delivery by all local College & 6th Form Providers to Year 11 pupils about Post 16 Options</p> <p>Oxbridge 'Raising Aspirations'</p>	<p>Apprenticeship Delivery by Wiltshire College</p>	

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

The school policy on safeguarding <http://www.sjcs.org.uk/key-information/policies/> sets out the school's approach to allowing providers into school as visitors to talk to our pupils.

Premises and facilities

The school will 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 Careers Leader or a member of their team.

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 pupils at lunch and break times.

Approval and review

Approved *27th September 2018* by Governors at Curriculum and Standards Committee

Next review: *September 2019*

Signed: *Mr P Hooper* Chair of Governors

Mrs R Ridley Head teacher