

 <b>Kingsmead</b>	<b>POLICY TITLE:</b>	<b>Provider Access Policy</b>
<b>Kingsmead Academy T/A Kingsmead School</b>		
<b>Committee/Person Responsible for Policy:</b>	Deputy Headteacher  Curriculum & Achievement Governors Sub-committee	
<b>Date Approved by Governing Body:</b>	March 2018	
<b>Date of Last Review:</b>	N/A	
<b>Next Review Due:</b>	Term 4 2018/19	

## 1. Introduction

This policy statement sets out Kingsmead 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.

## 2. Student entitlement

Students in years 7-11 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.

## 3. Management of provider access requests

Procedure:

A provider wishing to request access should contact Charlie Pierce, Assistant Headteacher with responsibility for Careers Advice and Guidance. Telephone 01984 623483.

#### 4. 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:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 7</b>		Careers/enterprise as part of PSHCE programme	Careers/options based lunchtime drop in sessions
<b>Year 8</b>		Off timetable careers day Year 8 Options Evening Careers/enterprise as part of PSHCE programme	Careers/options based lunchtime drop in sessions
<b>Year 9</b>	Off timetable careers day	Careers/Options based Lunchtime drop in sessions Careers/enterprise as part of PSHCE programme	Careers/options based lunchtime drop in sessions
<b>Year 10</b>	Careers interviews with the Kingsmead Careers Advisor Careers fair for parents and students Off timetable careers day Year 10 Parents Evening with providers access Careers/enterprise as part of PSHCE programme	Careers interviews with the Kingsmead Careers Advisor Careers/options based lunchtime drop in sessions	Careers interviews with the Kingsmead Careers Advisor 1 week of Work Experience Assemblies from a range of providers Careers/options based lunchtime drop in sessions
<b>Year 11</b>	Careers fair for parents and students Assemblies from a range of providers Careers interviews with the Kingsmead Careers Advisor	Careers/options based lunchtime drop in sessions Careers interviews with the Kingsmead Careers Advisor Year 11 Parents Evening with providers access	

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
	Careers/enterprise as part of PSHCE programme		

Please speak to Charlie Pierce to identify the most suitable opportunity for you. The Kingsmead School policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

## **5. Premises and facilities**

The school will make the Dining/Sports Hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available audio and visual equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or another member of school staff.

Providers are welcome to leave a copy of their prospectus or other relevant literature at reception, which will be distributed to students and/or stored in the Careers Library in M12. The Careers Library is available to all students at set times each week.

## **6. Approval and review**

Approved: *March 2018* by Governors at Curriculum and Achievement Sub-committee

Next review: *March 2019*

Signed: *Gill Turner* Chair of Governors

*Mark Griffin* Head teacher