



one community  
individual minds  
creating futures



## Policy Statement on Provider Access

Last reviewed: March 2020

Document Control			
Review Period	12 Months	Next Review	March 2021
Owner	Headteacher	Approver	Student Safeguarding and welfare Committee
Category	Public (show on website)	Type	Local to school

*Based on Trust template 01/01/19*

# Policy statement on provider access

## **Larkmead 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 purpose 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, and is in accordance with the DfE's [Careers guidance and access for education and training providers](#).

### **Pupil entitlement**

All pupils in years 8-13 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 events, 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 the school's career leader:

*Claire Christiansen – Careers Lead*

*Telephone: 01235 520 141 Email: c.christiansen@larkmead.oxon.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/carers:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 8	Careers Fair PDC– assembly and tutor group opportunities Drop in, pop up info stand	PDC– assembly and tutor group opportunities Drop in, pop up info stand KS4 options event	PDC– assembly and tutor group opportunities Drop in, pop up info stand

Year 9	Careers Fair PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks  KS4 options event	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks KS4 options event Human Library – speed networking event with providers & employers
Year 10	PDC– work experience preparation sessions Careers Fair PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks Mock interviews	PDC– work experience H&S, assembly and tutor group opportunities PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks
Year 11	Careers Fair PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks PDC– assembly on opportunities at 16 Post 16 evening	Post 16 events PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks
Year 12	Careers Fair PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks PDC– assembly on opportunities at 18 Comp studies assembly – apprenticeships	Drop in sessions, pop up info stand, industry talks PDC– assembly on opportunities at 18 Comp studies assembly – apprenticeships Small group sessions: future education, training and employment options	Drop in sessions, pop up info stand, industry talks PDC– assembly on opportunities at 18 Comp studies assembly – apprenticeships Small group sessions: future education, training and employment options

Year 13	Careers Fair PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks Comp studies Workshops – HE and higher apprenticeship applications	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks Comp studies assembly – apprenticeships	PDC– assembly and tutor group opportunities Drop in sessions, pop up info stand, industry talks
---------	---	---	--

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

### **Safeguarding**

The school policy on safeguarding (available on the school website) sets out the school's approach to allowing providers into school as visitors to talk to our students.

### **Premises and facilities**

Once the visit is agreed, the school will make the main hall, learning resource centre, classrooms, interview room or meeting room 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 if it is available. 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 / Careers Library, which is managed by the Careers Leader. The Resource Centre is available to students at lunch and break times.

### **Approval and review**

Approved July 2020 by Governors at Student Safeguarding and Welfare Committee

Next review: *March 2021*

Signed -

Ellie Ball, Chair of Governors

Chris Harris, Headteacher