

Provider access policy statement

Hethersett Academy

Approved by:		Date:	
Last reviewed on:			

Next review due by:

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at Cromer Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

All providers must make contact at least 4-6 week prior to the session they wish to hold and run. Providers must explain the company or service that they provide, what they will deliver, the most appropriate age groups

and the impact / outcome of the session. This should be in writing (via email) or telephone using the contact details below.

A provider wishing to request access should contact **Anna Twaite Assistant Principal**

Telephone: 01603 810924

Email: annatwaite@inspirationtrust.org

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Employer engagement assemblies	Employer engagement assemblies	Employer engagement assemblies Careers lessons on employability and local labour market
YEAR 8	Assembly and tutor group opportunities - employability skills	Careers lessons and support with options choices 1:1 interviews and options support	Employer engagement assemblies
YEAR 9	Employer engagement assemblies (including UTC)	Careers lessons on local labour market and post 16 options Employer engagement assemblies	Employer engagement assemblies (including UTC)
YEAR 10	Employer engagement assemblies	Careers lessons on post 16 options	Work experience Employer engagement assemblies
YEAR 11	13 week form time careers programme Futures evening/providers Assembly and small group sessions of registering with help you choose and making post 16 applications 6th form assemblies	1:1 careers appointments Support with post 16 applications	Apprenticeship talk Support and guidance for individual students with post 16 applications

Please speak to our careers lead Ms Twaite to identify the most suitable opportunity for you.

4.3 Granting and refusing access

- Access to students will ideally take place during form or enrichment time.
- When a longer time (for example a full lesson) is required we will always avoid core subjects of English, Maths and Science.
- If specific subjects have been requested the session should inspire and link to jobs and careers in that sector
- Access could be refused if the session does not allow students to have a meaningful and beneficial experience.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

All visitors who are not DBS checked by us will be escorted at all times and can not speak with or supervise children alone.

All visitors on site will have our safeguarding information (DSL, how to report concerns) provided to them on arrival. Posters in the reception area highlight who the DSL onsite that day is.

All Education, training providers, businesses and guest speakers will be expected to adhere to this policy.

4.5 Premises and facilities

- Our theatre provides bleacher style seating for 170 students, a large screen with audio, computer and microphone for whole year group or large group talks and presentations
- All classrooms have desks, interactive whiteboards with sound and whiteboards for delivery
- When agreeing the date and year group for your session you should request the most suitable room
- All providers are able to leave further information, leaflets and prospectuses for students to refer to at a later date.

5. Links to other policies

- [Safeguarding and Child Protection Policy](#)
- [Careers education and guidance policy](#)
- [Curriculum Policy](#)

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by **Anna Twaite Assistant Principal**

This policy will be reviewed by **Anna Twaite Assistant Principal Annually**

At every review, the policy will be approved by the governing board.