



And in **WINCHCOMBE SCHOOL**

Provider Access Policy

Effective Date: July 2018
Review Date: October 2020
To be Reviewed: September 2021

FGB

This Policy was reviewed and adopted by the Governing Body

Adopted		
Signature		Headteacher
Signature		Chair of Trustees
Date		

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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 7 to 11 at Winchcombe School 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
- Where possible, we make use of local providers and alumni, to both inspire our students and inform them about the local labour market. However, as our students leave us to go to up to 20 different post 16 providers, including apprenticeships, college, sixth forms, private schools, the armed forces and work placements, all careers information is neutral. We work with local colleges and sixth forms across two counties, employers and HE, as well as national organisations who support the development of young people.
- Students are given regular opportunity for reflection, so that experiences become part of their career narrative. Whilst career information is useful, we recognise the value of personal development to support aspirations and progress, enable students to make choices that are right for them, and to feel empowered to become the best person they can be.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact, in the first instance, Miss Claire

Willmott, Careers Lead. Should your request be more relevant to specific areas such as STEM or work experience, your request will be passed to the appropriate person responsible for that aspect of our Careers provision.

01242 602233 cwillmott@winchcombeschool.co.uk

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 these can be found on the [Careers section of our website](#) and in Appendix A.

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

4.3 Granting and refusing access

All requests will be considered against the school calendar and year group planners. The request will be first be assessed by the careers lead before being submitted to SLT. Decisions on requests will be made within 14 days of the request.

Where a request is refused a rationale and suggestions to help support approval will be made.

4.4 Safeguarding

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

Education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

Once visits have been agreed, the school will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the main hall and delivered to over 100 students, or sometimes in the classroom with a smaller group. We also have the facility to deliver safe personalised sessions.

We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the school in order to showcase what they do.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Ms Claire Willmott. Winchcombe School will place the literature in the careers resource library so it is available to students during the course of the school day.

5. Links to other policies

- Safeguarding/child protection policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Jonathan Templeton, Head Teacher.

This policy will be reviewed by Jonathan Templeton, Head Teacher on an annual basis. At every review, the policy will be approved by the Governing Body.

7. Addendum for the period of the Covid-19 Pandemic

In person visits are being limited to Winchcombe School to reduce the risk of infection. This is in accordance with our Risk Assessment. Providers may want to consider how they can provide information in a 'virtual' method.

Appendix A – Schedule of Events

Careers events for 2019/20

	Autumn	Spring	Summer
Year 7	Interviewing non-teaching staff who contribute to our school community	Enterprise day 'Careers Superhero' including a workshop by the DWP	Ait Tattoo (cancelled due to covid)
Year 8		Enterprise Day 'You're hired' (cancelled due to covid) 3 Counties Careers fayre	Speed networking (cancelled due to covid) Ait Tattoo (cancelled due to covid)
Year 9	Options fayre Options & Choices talk Glos RFC employability skills through sport course	Enterprise Day 'Eco Enterprise' including employer workshops & talks eg. The Fresh Wrap Company (cancelled due to covid) Young entrepreneurs GCHQ competition 3 Counties Careers fayre STEM competition: Kohler Mira (cancelled due to covid) Glos RFC employability skills through sport course	Aspirations visit to the Oxstalls campus of Gloucestershire University (cancelled due to covid) Ait Tattoo (cancelled due to covid) SEN and post 16 destinations: 6 week support course for parents/carers (cancelled due to covid)
Year 10	Study skills day – Gloucestershire University Mock Interviews I – applications & interview techniques Work experience	Enterprise day 'students as agents for change' – social enterprise (cancelled due to covid) Elevate skills workshops	Careers day: 'Life beyond WS' – workshops from local post 16 providers, the DWP, Work Pays & University of Gloucestershire (cancelled due to covid) Mock Interviews II – personal statements (cancelled due to covid)

<p>Year 11</p>	<p>Post 16 choices student & parent talks</p> <p>External Careers Advisor 1-1 meeting</p> <p>Post 16 providers fayre (Glos Col, Hartpury, WCG, Balcarras, ASA, Bournside, HSFG, Cleeve, Prince Henry's, Chipping Camden, Cotswold, Spirax Sarco, Rendcomb, Prospect Training Services, Army, Cirencester college)</p> <p>Elevate skills workshops</p> <p>FE & HE careers fayre at Cleeve School</p> <p>National Apprenticeship Show (cancelled)</p>	<p>External Careers Advisor 1-1 meeting</p> <p>Glos Col taster day</p> <p>Post 16 providers talks (Glos Col, Hartpury, Cleeve, Balcarras, WCG, Cirencester college, HSFG)</p> <p>Glos Col 1-1 support with applications</p>	<p>Employability skills support: Prospect Training Services, Forwards.</p>
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Subject related careers events: RAF & GCHQ languages talks, robotics workshop, poet workshop, STEM workshops, Sport therapy talk