Policy statement on provider access for careers advice and guidance.

## Hope High 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.

### 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.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact John Burrows, Business Manager

Hope High School

Carfield

Skelmersdale

Lancashire

WN8 9DP

01695 721066

#### 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** |
| --- | --- | --- | --- |
|  | All students, parents and families have access to a Family Liaison Officer. The advisor attends parents/carers Progress Meetings and is available for individuals and families to book appointments. Please contact Fulvius Fernandes or email fernandesf@westlancs.lancs.sch.uk | | |
| **Year 7** | Citizenship programme preparing for life skills | Citizenship programme preparing for life skills | Citizenship programme preparing for life skills |
| **Year 8** | Citizenship –tutor group opportunities. KS4 subjects/ qualifications assembly | Citizenship –tutor group opportunities. KS4 subjects/ qualifications assembly | Citizenship –tutor group opportunities. KS4 subjects/ qualifications assembly |
| **Year 9** | GCSE/ BTEC Level 1 subjects | GCSE/ BTEC Level 1 subjects  Invites to speak with SLT regarding future aspirations. | GCSE/ BTEC Level 1 subjects  Citizenship – assembly and tutor group opportunities |
| **Year 10** | GCSE/ BTEC Level 1 subjects | GCSE/ BTEC Level 1 subjects | GCSE/ BTEC Level 1 subjects Life skills – assembly |
| **Year 11** | Career fayre for Post 16 at West Lancs College  GCSE/ BTEC Level 1 subjects | Mock interviews with students | Invites to speak with SLT regarding future aspirations. |

Please speak to our Family Liaison Officer, Fulvius Fernandes to identify the most suitable opportunity for you to seek advice regarding future opportunities

The school policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students.

### Premises and facilities

The school will make the main hall, classrooms or private meeting rooms 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. This will all be discussed and agreed in advance of the visit with the SLT and Mr Fernandes.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the School Office, which will then be forwarded to appropriate members of staff/ pupils.

### Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher