

Provider access policy statement

Chailey School



Approved by: Full Governing

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Next review due by: October 2023

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1. Aims

This policy statement aims to set out Chailey’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 11 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 11 at Chailey 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
- › 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

A provider wishing to request access should contact our Work Related Learning Co-ordinator. This can be done by telephoning or emailing the school. Mrs Wickens

Please title your message ‘FAO Work Related Learning Co-ordinator.

Telephone: 01273 890407

Email: gwickens@chaileyschool.org

Our Senior Leader in charge of Careers is Ms L Poole – lpool@chaileyschool.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:

In the following table, outline examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers. We've provided some examples:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Assemblies – Lepra, Fire Service Branch Out Trip Assembly Careers Fayre Open Evening	Careers Week Business Breakfasts	School Trips -Science Museum Business Breakfasts
YEAR 8	Open Doors trip Business Breakfasts Careers Fayre Open Evening	Careers Week What's my Line event	CEW STEM Trips – Wealden Down land
YEAR 9	Safe and Sound Workshop Assembly and tutor group Events Careers Fayre Open Evening	Key Stage 4 options event Big Futures Show	Wales Camp
YEAR 10	Careers Fayre Enterprise Day Work Experience presentation with guests	Networking event with providers and employers Interview Week	Work experience preparation sessions Work experience College Open Days
YEAR 11	Post 16 providers – assemblies Careers Fayre Open Evening Apprenticeship workshop Independent Careers Meetings	Post-16 evening Post-16 taster sessions Apprenticeships – support with applications NCS	

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

4.3 Granting and refusing access

We will grant access to visitors who:

1. comply with our safeguarding and child protection policy
2. represent legitimate and registered organisations
3. will enhance our provision

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.

Further information is given to all visitors on arrival.

4.5 Premises and facilities

We will be able to provide access to a classroom/ sports hall or our hall which also has a seating section and audio visual equipment. We can also provide small rooms for workshops. You may request to leave written material for students to read.

5. Links to other policies

- › Safeguarding/child protection policy
- › Careers 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 Ms Poole, Deputy Head Teacher.

This policy will be reviewed by the Deputy Head Teacher, bi-annually.

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