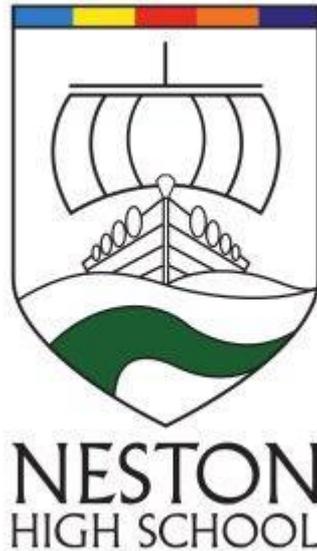


# Provider access policy statement

## Neston High School



**Approved by:** Keith Simpson

**Date:** 22nd January, 2019

**Last reviewed on:** March 2019

**Next review due by:** 22nd January, 2020

**Author:** Dr Z Hyder-Wright



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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](#).

The statutory duty requires that all registered pupils at the school are provided with independent careers guidance from year 8 to year 11. The school is compliant with the guidelines set out by the Department of Education in the "Careers guidance and access for education and training providers" document published in October, 2018.

This policy shows how our school complies with these requirements.

Neston high School is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

This is covered in more detail in the Careers Education, Information, Advice and Guidance (CEIAG) Policy available on the school website.

### 3. Student entitlement

All students in years 8 to 13 at Neston High 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:

Name: Zeyn Hyder, Careers Coordinator

Telephone: 0151 336 3902

Email: [hyderz@nestonhigh.com](mailto:hyderz@nestonhigh.com)

Or

Name: Amanda Lacey, Head of Sixth Form

Telephone: 0151 336 3902

Email: [laceya@nestonhigh.com](mailto:lacey@nestonhigh.com)

#### 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		“Whistle-stop jobs”, a weekly job summary from different sectors.	Start Profile-looking at labour market information (LMI) and career opportunities and routes  Enrichment week
Year 8	Geography trip to Anfield “interview a professional”. (MJO)	Self-esteem in PSHE  “Whistle-stop jobs”, a weekly job summary from different sectors.	Start Profile-looking at labour market information (LMI) and career opportunities and routes  Enrichment week  Trip to World Museum to “Interview a Professional” (EGR)
Year 9	Internal careers advice appointments  Dove workshops on self-esteem	KS4 Options evening  Start Profile-looking at labour market information (LMI) and	Money Matters in PSHE  Enrichment week

	<p>in PSHE</p> <p>Choosing options at KS4 in PSHE</p> <p>Careers lessons across the curriculum in every subject.</p>	<p>career opportunities and routes</p> <p>Start Profile-looking at labour market information (LMI) and career opportunities and routes</p> <p>Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>“Whistle-stop jobs”, a weekly job summary from different sectors.</p>	<p>Employer market place organized by Year 12 Business students</p>
<b>Year 10</b>	<p>Internal careers advice appointments</p> <p>Music trip to the Halle (FMC)</p> <p>Graphics visit (CCA)</p>	<p>Work experience preparation sessions</p> <p>Talk from a male nurse, challenging stereotypes.</p> <p>Apprenticeships assemblies– support with applications (ASK)</p> <p>Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement Unifrog activities</p> <p>“Whistle-stop jobs”, a weekly job summary from different sectors.</p> <p>Talk from NHS representative.</p>	<p>Work experience preparation sessions</p> <p>Work placement</p> <p>Post-placement employer lead mock Interview</p> <p>Technical/vocational tasters at local college/s and training providers</p>
<b>Year 11</b>	<p>Assemblies on post-16 opportunities from the army, colleges, apprenticeships and universities.</p> <p>Post-16 Options evening</p> <p>Internal careers advice appointments</p> <p>Unifrog activities</p> <p>Whitechapel Tour (KSM)</p> <p>Liverpool Urban Field Trip</p> <p>Money Management-PSHE</p>	<p>Post-16 taster sessions</p> <p>Apprenticeships assemblies– support with applications (ASK)</p> <p>HE assembly</p> <p>Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement</p> <p>Medical mavericks assembly, careers in the NHS.</p> <p>“Whistle-stop jobs”, a weekly job summary from different sectors.</p>	<p>Technical/vocational tasters at local college/s and training providers</p>
<b>Year 12</b>	<p>Higher education (HE) fair at Manchester</p>	<p>Apprenticeships assemblies– support with applications (ASK)</p>	<p>Work placement</p>

<b>Year 13</b>	HE visits Post-18 assembly – finance delivered by Ede Hill University Internal careers advice appointments Unifrog activities Year 12 art tour (CCA) Aldi apprenticeship scheme- being CV ready and interview skills	Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement Apprenticeship workshop “Whistle-stop jobs”, a weekly job summary from different sectors.	
	UCAS applications HE and higher apprenticeship applications Post-18 assembly – finance Unifrog activities Ecology Field trip (SWE) Aldi apprenticeship scheme- being CV ready and interview skills	Apprenticeships assemblies– support with applications (ASK) Apprenticeship workshop Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement “Whistle-stop jobs”, a weekly job summary from different sectors.	

A more comprehensive list of trips lead by departments can be found in the appendix on the Careers Education, Information, Advice and Guidance (CEIAG) plans on the website.

Please speak to our careers co-ordinator to identify the most suitable opportunity for you. 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 Careers Leader or coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception.

#### **4.3 Granting and refusing access**

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors. The policy can be found on the school website.

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

#### **4.5 Premises and facilities**

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

External providers have access to the Provider Access Policy available on the website. If providers cannot attend, then they are welcomed to deliver information in the form of leaflets to the careers coordinator. Requests for access will

be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly, delivered in the main hall.

## **5. Links to other policies**

This programme will raise aspirations, challenge stereotyping and actively promote equality and diversity. It will be underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, PSHE and citizenship, enterprise and work-related learning, equal opportunities, health and safety, and special needs. Careers Guidance will be based on a partnership with students and their parents or carers. This policy should be used in conjunction with:

- 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 is monitored by Zeyn Hyder-Wright.

This policy will be reviewed by Amanda Lacey, Head of Careers. At every review, the policy will be approved by the governing body and Keith Simpson, the Head Teacher.

Careers Team

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Senior Leadership Lead: Amanda Lacey

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Governor: Paul Sweetman