



Kingdown School

Believe | Aspire | Achieve

# Kingdown School Provider Access Policy

DRAFT JAN 2018

Adopted by -----

Last amended -----

For review -----

## Introduction

This policy statement sets out the school's arrangements for managing access of providers of post-14, post-16 and post-18 education and training to students in Years 8 to 13 at Kingdown School. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## Student entitlement

Students 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, talks, 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

Any provider wishing to request access should contact Peter Marlow, Kingdown School careers advisor (Tel: 01985 224249 Email: [pmm@kingdown.wilts.sch.uk](mailto:pmm@kingdown.wilts.sch.uk))

### Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
All year groups	Careers and opportunities talks (arranged throughout the year)  After school STEM club (throughout year)	National Apprenticeship week talks and activities  Science Week talks and activities	
Year 8		Higher Education awareness raising sessions	'What's My Job' event with providers and employers
Year 9		Key Stage 4 options event	

	Autumn Term	Spring Term	Summer Term
<b>Year 10</b>			Employability skills sessions (including mock interviews)
<b>Year 11</b>	Assemblies on post-16 opportunities  Post-16 evening	Apprenticeships after school club	Apprenticeships after school club
<b>Year 12</b>	Professional Tutoring sessions (throughout year)  Industry links mentor scheme (throughout year)	Futures Day: Post 18 options sessions  Apprenticeships after school club	Apprenticeships after school club
<b>Year 13</b>	Professional Tutoring sessions (throughout year)  Industry links mentor scheme (throughout year)	Apprenticeships after school club  Student Finance evening	Apprenticeships after school club

Providers can speak to the school careers advisor to discuss possible attendance at relevant events.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students, which can be found on the school website under 'Policies and Documents'.

## Premises and facilities

The school will make the school halls, 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 school careers advisor.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the careers library, which is managed by the school careers advisor. The careers library is available to all students at lunch and break times.

## Approval and review

Approved: DRAFT

Next review: *January 2021*

Signed: *D Brett* Chair of Governors

*D Locke* Head teacher