



HEADLANDS SCHOOL
SINCE 1965

Provider Access Policy

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| Written by | Assistant Head - Community |
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| Adopted by Governors | Summer 2018 |
| Reviewed date | Spring 2023 |
| Next Review Date | Summer 2025 |

Headlands School

1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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 obligation under Section 42B of the Education Act 1997.

2. Student Entitlement

Students in years 7 - 13 are entitled:

- To find out about technical education qualifications and apprenticeship 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;
- To understand how to make applications for the full range of academic and technical courses

We will achieve this by providing all students with at least six encounters with approved providers of apprenticeships and technical education e.g. Careers Fair, Mock Interview Days, Work Experience placements, assemblies, taster days and workshops. These encounters will include at least 2 mandatory encounters during the first key phase (Year 8 or 9), at least 2 mandatory encounters during the second key phase (Year 10 or 11) and at least 2 encounters during the third key phase (Year 12 or 13). The third key phase provider encounters will be optional to attend but will have a particular focus for students that have not yet decided on their next steps.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from students.

3. Management of Provider Access Requests

Procedure:

A provider wishing to request access should contact: Mr David Stamper, Careers Lead on 01262 676198 or david.stamper@headlandsschool.co.uk

Opportunities for access:

A number of events, integrated into the school's careers programme, will offer providers an opportunity to come into school (this could be virtually) to speak to students and / or their parents/carers. Please see this link:

https://docs.google.com/spreadsheets/d/11oUGmxOYBNE7SLg4T_g6PPzx4QbwmDgFC25X4WzxJt0/edit#gid=1338156210

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

The school policies on Safeguarding and visitors sets out the school's approach to allowing providers into school as visitors to talk to our students. These can be found on the school website.

4. Premises and facilities

The school will make the Main Hall, Sports Hall, LRC, or classrooms available for discussions between the provider and student(s), as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. The use of Google Classroom and Google Meet can also be arranged if required. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of the pastoral team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main reception or provide an electronic copy to be placed in the Careers Google Classroom.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk