



**Westborough
High School**
Together We Succeed

Provider Access Policy 2018/19

Westborough High School -“Together We Succeed”

Next review due:

Last review:

Reviewed by: HK/RW

Westborough 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

Pupils in years 8-11 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, 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 Miss Rosie Whitham, Careers Leader via the contact details below:

Telephone: 01924 469549

Email: rwhitham@w-h-s.org.uk

Opportunities for access

A range of events, which are integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. The school calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning. Access to pupils will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only. Safeguarding requirements must also be met. The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our pupils.

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

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the careers lead who will distribute appropriately.

Approval and review

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

Next review: *[date]*

Signed: *[name]* Chair of Governors

[name] Head teacher