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Review frequency – Annual
Committee Review Date: TBC
Statutory Policy

Birchwood 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

Students in years 8-13 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 and 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 Judith Crimes, CEIAG Leader

Telephone: 01279 756482 Email: crimesj@birchwoodhigh.org.uk

Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
Year 8		assembly and tutor group opportunities KS4 options event	assembly and tutor group opportunities

	Autumn Term	Spring Term	Summer Term
Year 9		assembly and tutor group opportunities	
Year 10		Careers Fair	assembly and tutor group opportunities
Year 11	assembly on opportunities at 16	Careers Fair	
Year 12	Post 18 assembly – apprenticeships, HE	Careers Fair	Small group sessions: future education, training and employment options
Year 13	Workshops – HE and higher apprenticeship applications	Careers Fair	

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

The school policy on safeguarding [\[link\]](#) sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

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 a member of their team.

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

Approval and review

Approved [*approval pending*] by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors

Dr C Ingate Principal