

Woking High School Provider Access Policy April 2019

Review Date: April 2022

1. Introduction

This policy statement sets out the Academy'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 Academy's legal obligations under Section 42B of the Education Act 1997.

2. Pupil 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 and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

Procedure

A provider wishing to request access should contact: Carol Jarman Careers & Work Experience

Co-ordinator Telephone: 01483 888 447; cjarman@wokinghigh.surrey.sch.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	Spring	Summer
Year 8	<p>Employer event for pupils, parents and carers –market stall event giving overview of local, regional and national skills requirement including FE , HE and apprenticeship providers</p> <p>Poster displays advertising local college open events throughout school , access to Careers reference corner in the Study Centre at break and lunchtime</p>	<p>“Growing Aspirations” Career lesson delivered by careers professionals</p>	
Year 9	<p>Employer event for pupils, parents and carers –market stall event giving overview of local, regional and national skills requirement including FE , HE and apprenticeship providers</p> <p>Poster displays advertising local college open events throughout school , access to Careers reference corner in the Study Centre at break and lunchtime</p> <p>Workshop comparing Apprenticeship and HE activities</p>	<p>An employer Speed networking event, where employers are asked to discuss the various pathways into their companies/organisations</p> <p>KS4 Options assemblies and evening</p>	
Year 10	<p>Employer event for pupils, parents and carers –market stall event giving overview of local, regional and national skills requirement including FE , HE and apprenticeship providers</p> <p>Poster displays advertising local college open events throughout school , access to Careers reference corner in the Study Centre at break and lunchtime</p>	<p>Meeting with Careers professionals</p>	<p>Local FE & Technical colleges invited to attend consultation evenings at school open to parents, carers and students</p> <p>What Next assembly ; post 16 overview of options to include A levels, BTECS and apprenticeships.</p> <p>Meeting with Careers professionals</p> <p>Interview with local college to discuss subject options available to all students</p> <p>Visit to local colleges for taster day based on a bespoke timetable</p>

<p>Year 11</p>	<p>Employer event for pupils, parents and carers –market stall event giving overview of local, regional and national skills requirement including FE , HE and apprenticeship providers</p> <hr/> <p>Meeting with Careers professionals</p> <hr/> <p>Post 16 provider open evenings; opportunities to visit local FE , Sixth form colleges and technical colleges</p> <hr/> <p>Poster displays advertising local college open events throughout school , access to Careers reference corner in the Study Centre at break and lunchtime</p> <hr/> <p>Details of apprenticeships/school leaver programmes apprenticeships are emailed to the Year 11 parents/carers</p> <hr/>	<p>Post 16 provider open evenings; opportunities to visit local FE , Sixth form colleges and technical colleges</p> <hr/> <p>Details of apprenticeships/school leaver programmes apprenticeships are emailed to the Year 11 parents/carers</p> <hr/> <p>Additional support is given to students who have not applied for any post 16 route</p>	<p>Post 16 provider open evenings; opportunities to visit local FE , Sixth form colleges and technical colleges</p> <hr/> <p>Confirmation of post 16 education destinations for all pupils</p> <hr/> <p>Details of apprenticeships/school leaver programmes apprenticeships are emailed to the Year 11 parents/carers</p>
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Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you/

Under Woking High school’s s safeguarding policy we ask providers who will have the opportunity for regular contact with children to have a DBS check in place.

Premises & facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the students, as appropriate to the activity. The school will also make available AV and any other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the careers coordinator or a member of the team

Providers are welcome to leave a copy of their prospectus or other relevant course at Reception and this will be held in the Study Centre which is available for all students to access at break and lunchtimes.