

Bullers Wood School

Provider Access Policy



Policy created by: Headteacher	Date of Adoption: July 2021	Date to be Reviewed: July 2024	To be reviewed by: Local Governing Board
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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 *Jane O'Driscoll-Smith, Co-ordinator of Careers*

Telephone: 0208 467 2280 Email: JODSmith@bwsgirls.org

Note that the provider should expect to provide, as a minimum, the following in advance of attending the school:

- (a) the visitor or visiting organisation's credentials;
- (b) detail of the presentation content and copies of any materials to be displayed, shared and/or distributed; and
- (c) detail of how the provider will deliver the sessions.

The school may request further information in its sole discretion.

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	Assemblies Announcements	Career Sessions in CD time – assembly and tutor group opportunities Announcements	Activity week – enterprise Assembly and tutor group opportunities Announcements
Year 9	Assemblies – Presentations Student VLE Announcements	Career talks event Assemblies KS4 options event Announcements Career Sessions in CD time – assembly and tutor group	Enterprise Week – Workshops Announcements
Year 10	–CV preparation sessions & Research Announcements Career Sessions in CD time – assembly and tutor group	Assemblies – After School Career Talks Bi-annual Careers fair Announcements	Work Experience – assembly and tutor group opportunities Announcements

	Autumn Term	Spring Term	Summer Term
Year 11	Careers Sessions in CD time– assembly on opportunities post 16 Apprenticeships Assembly Pathways Talks Announcements Careers Advisor	Post 16 evening Assembly and tutor group opportunities Career Talks Bi-annual Careers fair Announcements	Careers Advisor Announcements
Year 12	Post 18 assembly – Apprenticeships Workshop WRL External Visits Wex (Btec) Careers Advisor	Higher Education & Careers Evening Small group sessions: future education, training and employment options UCAS convention London Oxbridge/medicine preparation Wex (Btec)	Small group sessions: future education, training and employment options Personal statement workshops Interview skills workshops Mock interview University visit (Kent/Brighton) Oxbridge/medicine interview training Wex (Btec)
Year 13	Workshops – HE and higher apprenticeship applications University Finance talk Wex (Btec) Oxbridge/medicine interview training	Next Steps Conference Wex (Btec) Apprenticeship applications begin Careers Advisor	

Please speak to our named Careers Co-ordinator to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or 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 Co-ordinator or a member of their team. Due to COVID-19 activities are able to take place virtually.

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