



The Elmgreen 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 purpose 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.

Pupil entitlement

All pupils 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Please speak to our 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 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.

Management of provider access requests Procedure

A provider wishing to request access should contact:

Helene Lamb, Careers Lead
 Telephone: 020 8766 5020
 Email: careers@the-elmgreen-school.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/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Overview of post 16 options for pupils and parents/carers, to include: A levels, Applied General Qualifications (e.g., BTECs), technical/vocational qualifications, apprenticeships, traineeships and supported internships Event for University Technical Colleges	Employer event for pupils, parents/carers - market stall event giving overview of local, regional and national opportunities and skills requirement Meetings with careers professional. Skills and Employability Workshops.	Technical/vocational tasters at local college/s, training providers Meetings with careers professional

Year 9	Event for providers of technical education/ apprenticeships to include Further Education colleges, UTCs or Studio schools and training providers Meetings with careers professional	Meetings with careers professional KS4 options event. Skills and Employability Workshops.	Technical/ vocational tasters at local college/s, training providers Meetings with careers professional
Year 10	Life Skills – work experience preparation sessions Meetings with careers professional	Technical/ vocational tasters at local college/s, training providers Meetings with careers professional. Skills and Employability Workshops / preparing for WEX.	Life skills – assembly and tutor group opportunities Meetings with careers professional
Year 11	Reflection of WEX, skills and experience gained. Preparation of a CV skills and applications. Preparation for Post 16 Options and Applications Thinking beyond post 18/19.	Planning for the future / FE Options. Interview Skills	

Year 12	UCAS Application process UCAS conference Transition, Target Setting and Study Skills Personal and Professional Development Career Development Transition (UCAS and Further Education) and Work Experience Oxbridge Presentation Independently sought WEX University Visit
Year 13	Choosing the right university and course How to use University league tables UCAS – The application process Clearing and Adjustment Student Finance Studying Abroad (60) Gap Year Personal Statement writing Employability Skills CV writing What are your options? Outline all alternatives to university available to students School Leaver Programmes Researching apprenticeships

Approval and review

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

Head teacher Dominic Bergin

Chair of Governors: Kate Scrase

Signed:

Signed:

Next review: *[date]*