



Provider Access Policy

Castle Hall Academy

Version	2021/1
Name of Policy Writer	Castle Hall Academy
Date Written & Adopted	Sep 2018
Last Updated	Sep 2021
Next Review Date	Sep 2022
Website Yes/No	Yes

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In this policy the following roles and responsibilities are held by the people named below:

Role / Responsibility	Name	In post since
Assistant Headteacher/Careers Leader	Sinead Jefferson sjefferson@castlehall.com	Sep 2018
Careers Adviser	Eleanor Chamberlain Echamberlain@castlehall.com	CK Careers employee
Personal Development Leader	Sinead Jefferson sjefferson@castlehall.com	Sep 2021

1. 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.

2. 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.

3. Management of provider access requests procedure

A provider wishing to request access should contact our Careers Leader, Careers Adviser and Personal Development, contact details are found at the beginning of this policy.

4. 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 students 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.

Examples of opportunities available include:

- Careers Fair held once a year
- Careers Talks - 6 talks throughout the academic year
- Assemblies
- Enterprise activities
- Mock interviews
- National Careers and Apprenticeship week (usually in March)
- Apprenticeship workshops

Please speak to Sinead Jefferson or Eleanor Chamberlin to identify the most suitable opportunity for you. The school policy on child protection sets out the school's approach to allowing providers into school as visitors to talk to our students.

5. 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.