



King James's School

POLICY STATEMENT

PROVIDER ACCESS POLICY

Policy last reviewed (date)	February 2022
Next policy review due (date)	February 2023
Staff Lead	Director of KS4

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by 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 (Baker Clause)

Significant revisions since the last review:

New 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 (Baker Clause).

This complies with the school's legal obligations under:

- Section 42B of the Education Act 1997
- Section 72 of the Education and Skills Act 2008

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.

At King James's School we encourage all pupils, including pupils in Year 7, to participate in our Careers Education programme so we would also include those pupils in any activities which a provider would like to offer therefore providing access to all pupils in all year groups.

Management of provider access requests procedure

A provider wishing to request access should contact a member of the Careers Team:-

- Ms Karen Morgan, Careers Adviser
Telephone: 01423 866061 Email: karenmorgan@king-kames.co.uk
- Miss Laura Baker, Assistant Headteacher / Director of KS4/ Career Lead
Telephone: 01423 866061 Email: laurabaker@king-james.n-yorks.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/carers.

These include:

- Assemblies to a specific year group or mix of year groups
- Talks to smaller groups of pupils
- Stands at careers fair, or at Options and Information Evenings
- Mock Interviews, employability workshops, and sessions with all types of Post-16 education and training providers including but not limited to local colleges, sixth forms, universities and apprenticeship providers.
- Mentoring work with small groups of pupils.
- Involvement in extra-curricular activities such as clubs, trips, events, etc.
- Work experience placements.

Whilst external providers are working in the school, they will operate according to (and be subject to) the policies and procedures of the school, for example with regard to safeguarding, child protection, health & safety and data management.

We welcome providers wishing to communicate with our pupils, staff and parents/carers specifically about the following areas:

- Types of qualification including, but not limited to, A-Levels, Vocational awards, technical awards, apprenticeships, degrees.
- Routes into employment
- Continuing in education and training
- Raising awareness of career sectors
- Raising aspirations
- Labour market information – job market and key local sectors
- Employer expectations
- Employability skills
- Support in applications including but not limited to course, apprenticeship, university and employment applications
- Additional support for transitions into Further Education, Higher Education, Apprenticeships, other training opportunities and employment. This can include financial, emotional and practical support for more vulnerable pupils.

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

Premises and Facilities

The school will provide a suitable space for discussions between the provider and students, which could include Main Hall, classrooms, Library or meeting rooms dependent upon the planned activity. The school will also make AV equipment available to support provider presentations. All arrangements and necessary resources will be discussed and agreed with the careers team in advance of the visit.

Providers are welcome to leave copies of their prospectus or any other relevant course literature for use by pupils as a careers resource. Please liaise with Karen Morgan, Careers Adviser. These resources will be available to all students through the library or within the Careers office/hub. Copies of posters and other relevant materials can also be given. Where appropriate these will be displayed within the careers area and/or added to the school website. Additionally where appropriate copies of presentations or links to websites can also be added to the school website for use by pupils and parents/carers.

February 2022