



# Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

## Provider Access Policy

Governors' Committee:	Curriculum & Standards Committee
Adopted by the Governing Body on:	21 June 2021 reviewed 1st February 2023
Signed: (Chair of Committee)	
Signed: (Headteacher)	
Proposed date of review:	February 2024

## A. RATIONALE

This policy sets out the school's arrangements for managing the access of providers to pupils at Castle Newnham 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

## B. AIM

We aim to provide pupils with a minimum of two provider encounters for pupils during the 'first key phase' (year 8 to 9) and two provider encounters for pupils during the 'second key phase' (year 10 to 11).

## C. PRINCIPLES

### Pupil Entitlement

All pupils in years 8 – 11 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of a careers programme, which provides information on the full range of education and training options available at Post 16.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through: options events; assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

### Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Bedford College Group (Including Bedford College, Bedford 6th Form, Shuttleworth College, Tresham College)
- Bedford Academy 6th Form
- Mark Rutherford 6th Form
- Biddenham International School
- Kimberley College
- St Thomas Moore

### **Destinations of our pupils**

Last year our year 11 pupils moved to range of providers in the local area after school:

- 48 % - *Further Education i.e College*
- 36% - *Sixth Form College*
- 11% - *School 6th Form*
- 5% - *Apprenticeships*

## **D. PROCESSES – SECONDARY**

### **Management of provider access requests**

A provider wishing to request access should contact:

Sean Carter (Careers Lead)  
Telephone: 01234 303403

Email: [careers@castlennwham.school](mailto:careers@castlennwham.school)

### **Opportunities for access**

The school offers the **six provider encounters required by law** and a number of additional events, integrated into the school careers programme and during Bright Futures' Month, an opportunity to come into school to speak to pupils and/or their parents/carers. The careers programme overview is shown in the table below. Please speak or email our careers lead in the first instance to identify the most suitable opportunity for you.

### **Key Stage 3**

Year 7	Year 8	Year 9
The World Of Work	Enterprise Skills	Take Your Child to Work Day
Interpersonal Skills	Employability Skills	Newnham College, Cambridge visit for high attaining girls

Team Work	Workplace Skills	Bedfordshire University visit
Entrepreneurial Skills	Employment and Self Employment	Soft skills workshop JC+
How do I choose the right career?	Unifrog	Y9 Apprenticeship assembly
Unifrog		Y9 Options Evening
		Y9 Options – 1-1 interviews
		Careers Planning
		STEAM and STEM Jobs
		Post 16 and Post 18 Options
		Unifrog

#### Key Stage 4

Year 10	Year 11
Preparing your CV for an interview	Next steps – applications
Mock 1-1 Interview with JC+	Careers/ Apprenticeships
Careers & Labour market information	Careers & Labour market information
Y10 Careers/Next Steps 1-1 interviews	Unifrog – careers research
Kimberley 6 <sup>th</sup> Form College visit	

Next Steps Day – July	Rights and Responsibilities in the Workplace
CVs	How to 'get the job'
Applications	College Applications
Job Interviews	Financing
Finances and Ethical Financing	Unifrog
Unifrog	

### **Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils 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 Lead or a member of the careers team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

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 Careers Coach. The Resource Centre is available to all pupils at lunch and break times.

### **Safeguarding**

Our Child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

### **Complaints:**

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

## **E. MONITORING, ASSESSMENT & EVALUATION**

The Careers Lead is responsible for the monitoring, review and evaluation of provider access. This policy will be reviewed every year.