



**HIGHFIELD LITTLEPORT ACADEMY**  
*An Active Learning Trust School*



**HIGHFIELD ELY ACADEMY**  
*An Active Learning Trust School*

# HIGHFIELD ACADEMIES

## PROVIDER ACCESS POLICY

THIS POLICY WAS APPROVED:	SPRING 2021
THIS POLICY WILL BE REVIEWED:	SPRING 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

## **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.

## **Management of provider access requests**

In the first instance, a provider wishing to request access should contact the schools as follows:

### Highfield Ely Academy

Adam Daw, Head of School  
Telephone: 01353 662085  
Email: [head@highfield.cambs.sch.uk](mailto:head@highfield.cambs.sch.uk)

### Highfield Littleport Academy

Yvonne Skillern, Head of School  
Telephone: 01353 223301  
Email: [yvonne.skillern@highfieldlittleport.org](mailto:yvonne.skillern@highfieldlittleport.org)

## **Opportunities for access**

We welcome approaches from local providers to tell our pupils about the opportunities they offer, including technical education and apprenticeships. Our careers programme is tailored to meet the individual needs and ambitions of our pupils to support them to make choices about future study or training routes. We would be happy to discuss with providers the most appropriate way for them to engage with our careers programme and pupils. Please speak to our Head of School 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 Head of School. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of School. This will then be shared with staff and parents as appropriate.