**Our Lady and St Bede: statement on provider access**

***Our Lady and St Bede*: 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 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.

# Student entitlement

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 evenings, assemblies and group discussions and taster events.
* To understand how to make applications for the full range of academic and technical courses.

We provide independent careers advice to KS4 pupils and have 2 Youth Directions careers

advisers. They offer independent advice and guidance and are fully qualified.

Provision includes careers assemblies and sessions, CEIAG, workshops, employability skills

including interview techniques and First Aid, enterprise activities and partnerships with local

business and industry.

# Management of provider access requests

**Procedure**

A provider wishing to request access should contact *Megan Shields, Assistant Headteacher*

Telephone: *01642 704970*; Email: *shieldsm@olsb.bhcet.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:

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

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| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Year 7** |  | * Assemblies for National Careers Week & National Apprenticeship Week. * Careers fair * Career focussed HD lessons | * Careers fair * Parent Evening |
| **Year 8** | * Big Big Project support from AECOM. | * Assemblies for National Careers Week & National Apprenticeship Week. * Career focussed HD lessons | * Careers fair * Parent Evening |
| **Year 9** |  | * Assemblies for National Careers Week & National Apprenticeship Week. * Career focussed HD lessons * Post 16 provider lunch time drop in * Option Evening | * Careers fair * Future Me Mentoring Teesside University * KS4 Options Theatre Group * Post 16 provider lunch time drop in. * Parent Evening |
| **Year 10** | Post 16 provider lunch time drop in | * Post 16 provider lunch time drop in * Assemblies for National Careers Week & National Apprenticeship Week. * Career focussed HD lessons * ASK Apprenticeship Awareness * Job Centre Plus Employability Skills * Parent Evening | * Careers fair * Post 16 provider lunch time drop in * Post 16 provider assemblies * Post 16 Taster days |
| **Year 11** | * 1:1 Careers Guidance * Learning Curve Employability Skills * Post 16 provider assemblies * Post 16 provider lunch time drop in * Parent Evening | * Assemblies for National Careers Week & National Apprenticeship Week. * ASK Apprenticeship Awareness * Career focussed HD lessons * Post 16 provider lunch time drop in * Job Centre Plus Employability Skills | * Careers fair * Post 16 provider lunch time drop in |

The school policy on safeguarding [[*http://ourladyandstbede.org.uk/wp-* *content/uploads/2017/12/SafeguardingPolicyV5.pdf]* se](http://ourladyandstbede.org.uk/wp-content/uploads/2017/12/SafeguardingPolicyV5.pdf)ts out the school’s approach to allowing providers into school as visitors to talk to our pupils.

# 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 Leader or a member of the Senior Leadership Team. We do not allow memory pens in school and so presentations would need to be emailed in advance.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers section in the library, which is managed by the school librarian. The library is available to all pupils at lunch and break times.