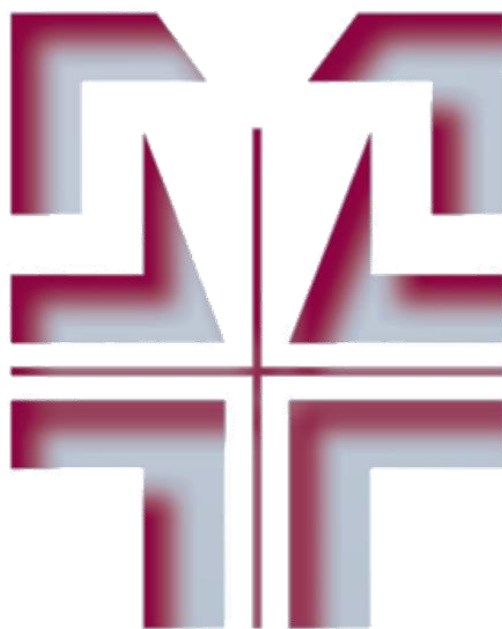


Saint Michael's CE High School

A Church of England Academy



Therefore, choose

Provider Access Policy

Responsibility to present to Headteacher	Deputy Head – Caroline Hooley
Approval	Learning Committee January 2025
Next Review	Learning Committee January 2026
Statutory	Yes
Required on-school website	Yes (details of Careers Programme and a provider access statement are required on website)

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

A BRIEF SUMMARY OF OUR CHRISTIAN VISION

Our motto is **'Therefore choose [life]'** from Deuteronomy.



We understand this to mean growing in **body, mind and spirit**, so that all who learn and work here may flourish, experiencing the joy and hope of

'Life in all its fullness'.

This is further explained in our Mission Statement,

*'As a vibrant learning community
we choose to serve God,
pursue excellence
and celebrate the uniqueness of each individual.'*

St. Michael's CE High School: 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.

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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during Year 8 to 9 and a minimum of two encounters for pupils during Year 10 to 11.

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.

Management of provider access requests

Procedure

A provider wishing to request access should contact Miss E Curtis, Leader in Learning Careers, Enterprise and Vocational Education.

Telephone: 01257 264740; Email: ecurtis@saint-michaels.lancs.sch.uk

A provider/employer wishing to offer work experience placements to year 10 pupils should contact workexperience@saint-michaels.lancs.sch.uk.

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school's career programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader, Miss E Curtis, to identify the most suitable opportunity.

	Autumn Term	Spring Term	Summer Term
Year 8	Careers Adviser interviews	Apprenticeship career lessons Careers Adviser interviews	Careers Adviser interviews
Year 9	Curriculum Enrichment T-Level lesson (2023-24) Careers Adviser interviews	Curriculum Enrichment T-Level lesson (2023-24) Careers Adviser interviews	Curriculum Enrichment T-Level lesson (2023-24) Careers Adviser interviews
Year 10	Careers lessons: delivered by local colleges, apprenticeship and training providers Careers Adviser interviews	Careers lessons: delivered by local colleges, apprenticeship and training providers Careers Adviser interviews	Work Experience week: opportunity for apprenticeship providers to host a pupil Careers lessons: delivered by local colleges, apprenticeship and training providers College sample days Careers Adviser interviews
Year 11	Assemblies: hosted by local colleges and training providers Advice drop-in sessions: lead by local colleges providers Careers Adviser interviews	Apprenticeship/traineeship advice sessions College interviews in school Careers Adviser interviews	Careers Adviser interviews

Pupils can speak to Mrs C Easterbrook, Independent Careers Adviser (Level 6) to identify the most suitable opportunity for them by referral through their tutor. Pupils with SEND, disadvantaged pupils and those identified as being at potential risk of becoming NEET are prioritised for one-to-one interviews with our adviser. Mrs Easterbrook is a long-standing asset to the school and is fully DBS checked as per the school's safeguarding policy.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

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 Lead.

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 Reception for the attention of the Careers Lead. Providers are also welcome to bring in materials for any events to share with pupils directly. Copies will be held in the Careers office and library and relevant information regarding applications and opportunities will be disseminated to pupils via Synergy and tutorial notices.

Pupils can access Unifrog Careers portal at any time, and can request any further information required through Miss Curtis, Mrs Easterbrook, their Pupil Manager or Tutor.