



**GUISELEY
SCHOOL**

A THINKING SCHOOL

Provider Access Policy

Approved on:	May 2018
Last Reviewed:	March 2018
Review Date:	March 2019
Governors' Committee:	Curriculum and Policy
Responsible Officer:	Assistant Headteacher, Director Post 16

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

Student entitlement

Students 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;
- 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
- understand how to make applications for the full range of academic and technical courses

Management of provider access requests

Procedure

A provider wishing to request access should contact Stuart Gadd, Assistant Headteacher, responsible for careers and CEIAG

Telephone: 01943 882346

Email: gadds01@guiseleyschool.org.uk

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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at Reception, this will be displayed in the careers section of the School Library. This Resource is available to all students at lunch, break time, before and after school.

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 students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor group opportunities	Introduction to HE assembly and tutor group	Assembly and tutor group opportunities
Year 9	KS4 options evening	Local employers Q & A session Assembly and tutor group opportunities	Market place event Assembly and tutor group opportunities
Year 10	Assembly and tutor group opportunities PSHE input	Assembly and tutor group opportunities PSHE input	Market place day time event Interview skills with local employers 1 day event
Year 11	Post 16 evening Market place evening event Visits to FE establishments Post 16 taster sessions	UCAS progress support with applications Assembly and tutor group opportunities	Post 16 options support sessions
Year 12	Weekly employability skills lesson Assembly and tutor group opportunities	University/apprenticeship advice workshops Assembly and tutor group opportunities	Work experience week Post 18 information evening
Year 13	PSHE Input Assembly and tutor group opportunities	Higher apprenticeship support sessions Preparing for interviews	N/A

Please speak to Stuart Gadd to identify the most suitable opportunity for you. The events are usually arranged well in advance so it is essential that providers contact us early in the academic year to be involved in our planning.

Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy accessible on the school website.