

Manor High School



Provider Access Policy

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 7 to 11 at Manor High School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our 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.
- Understand how to make applications for the full range of academic and technical courses.

4. Management of provider access requests

Procedure

A provider wishing to request access should contact James Croucher, Assistant Headteacher, Telephone:01162714941 Ext 720; Email: jcroucher@manorhigh.leics.sch.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/carers:

	Autumn Term	Spring Term	Summer Term
Year 7	Enterprise topic Enterprise skills Introduction to careers Challenging career stereotypes Raising aspirations	National Careers week Personal identity Health and well-being including how to manage challenges and stress	Group career meetings with Careers Advisor
Year 8	Communication skills Entrepreneurs Teamwork skills Budgeting skills	National Careers week Personal development and target setting Goals	Group career meetings with Careers Advisor
Year 9	Self discipline to achieve Identifying learning strengths and setting goals as part of the GCSE options process Employability- applying and preparing Enterprising Qualities and personality workplace skills	National Careers week Options evening	Career meetings with Careers Advisor – colleges, course, apprenticeships, university courses and careers.
Year 10	Managing time effectively Study skills	National Careers week Work Experience 11-15 th April 2022 Career meetings with Careers Advisor - colleges, course, apprenticeships, university courses and careers.	Preparing for work experience responsibility Responsibility in the workplace The right career for me What are employers looking for International Women Day STEM careers
Year 11	Applying for college and university Revision study skills Health and Safety at Work Trade unions and protection How do we prepare for job interviews Independent living Career meetings with	National Careers week Post 16 evening Post 16 taster sessions University visits NCS assembly/meeting Dealing with exam stress and anxiety Coping with changes	Well being Stress management Healthy eating Coping with changes

	Careers Advisor – support with college interviews NCS assembly		
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Please speak to our Careers Leader to identify the most suitable opportunity for you.

Safeguarding

See Manor High School’s safeguarding policy.

Our safeguarding/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.

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 with the Careers Lead. The Study support Centre is available to all students at lunch and break times.

Approval and review

Approved: February 2022 by Governors at Governors strategy meeting

Next review: May 2023